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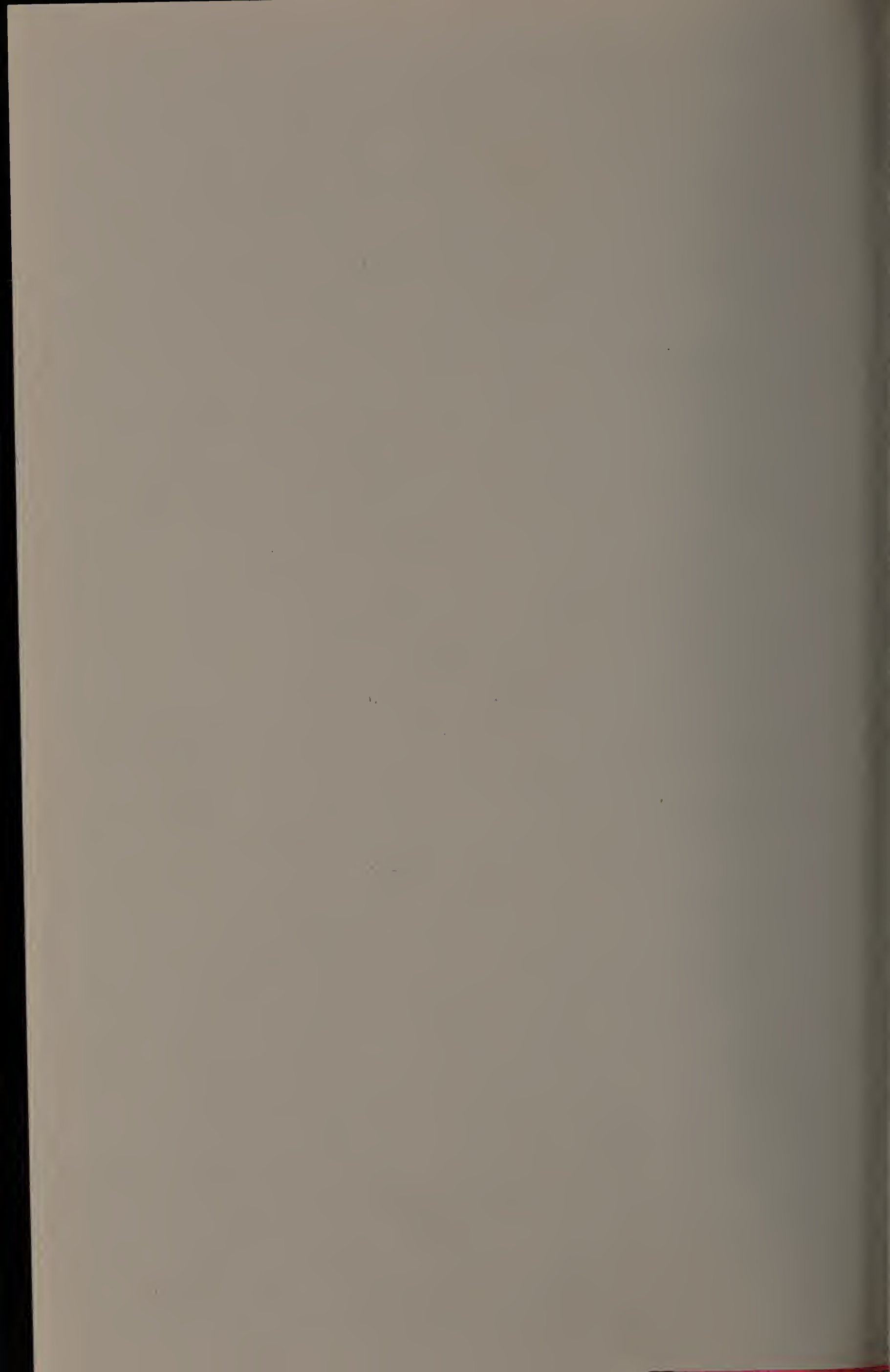


The Essex Institute

Annual Report

INCLUDING MUSEUM AND LIBRARY COLLECTING POLICIES

April 1, 1978 – March 31, 1979





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1875

1875

1875

ESSEX INSTITUTE ANNUAL REPORT
April 1, 1978-March 31, 1979

Executive Committee

(As of June 1, 1979)

Richard S. West, <u>President</u>	C. 1967-79, E. 1974-79 †
Edward H. Osgood, <u>Sr. Vice-President</u>	E. 1969-79
Peter B. Seamans, <u>Vice-President</u>	C. 1972-79, E. 1974-79
Andrew Oliver*, <u>Vice-President</u>	C. 1972-74, E. 1974-79
Charles S. Tapley, <u>Vice-President</u>	C. 1950-53, 1956-77, 1979, E. 1951-73
Albert Goodhue*, <u>Secretary</u>	C. 1954-79, E. 1962-79
H. Gilman Nichols, <u>Treasurer</u>	C. 1977-79, E. 1978-79

Council

(As of April 18, 1979)

Term expires 1980

Mrs. W. Benjamin Bacon, C. 1972-79
W. Hammond Bowden*, C. 1954-79, E. 1955-61
Frank McQ. Gring, C. 1976-79
Robert W. Lovett, C. 1970-79

Term expires 1981

Randolph P. Barton, C. 1977-79
C. Conway Felton, C. 1976-79
Nathaniel S. Coolidge, C. 1979
William L. Saltonstall, C. 1977-79

Term expires 1982

Ernest S. Dodge, C. 1951-79
Mrs. Paul T. Haskell, C. 1976-79
Mrs. Edward L. Peirson, C. 1978-79
Stuart W. Pratt, C. 1977-79

Term expires 1983

Frederick S. Allis, Jr., C. 1979
John J. Fox, C. 1979
William C. Loring, C. 1979
Francis P. Story, C. 1979

Ex Officio

Mrs. Henry L. Mason, Chairman, Ladies Committee (October 1977-79)

† "C" indicates Council; "E" indicates Executive Committee. Members of the Executive Committee are not required to be members of the Council.

* Former presidents of the Essex Institute

Honorary Curators

(As of April 18, 1979)

Honorary Curator of Silver

Honorary Curator of Costumes

Honorary Curator of Dolls

Honorary Curator of Furniture and Pewter

Honorary Curator of Military Collections

Honorary Curator of Paintings

Martha Gandy Fales

John R. Burbidge

Madeline O. Merrill

Dean A. Fales, Jr.

Malcolm Johnson

Nina Fletcher Little

Committees

1978 - 1979

The president is a member of all committees
and the director is an ex-officio member

EXECUTIVE COMMITTEE, SPECIAL

Richard S. West, Chairman
Albert Goodhue
H. Gilman Nichols
Andrew Oliver
Edward H. Osgood
Peter B. Seamans
Bryant F. Tolles, Jr., ex-officio

FINANCE COMMITTEE, STANDING

Edward H. Osgood, Chairman
H. Gilman Nichols
Richard S. West

LIBRARY COMMITTEE STANDING

Robert W. Lovett, Chairman
Thomas A. Askew, Jr.
W. Hammond Bowden
Nathaniel Coolidge
C. Conway Felton, Jr.
John Fox
Caroline Shillaber
Charles S. Tapley
Robinson Murray III, ex-officio

PUBLICATIONS COMMITTEE, STANDING

W. Hammond Bowden, Chairman
Frederick S. Allis, Jr.
Ernest S. Dodge
Mrs. Bertram K. Little
Andrew Oliver
Rollo G. Silver
J. P. Spang III

LADIES COMMITTEE

Mrs. Henry L. Mason, Chairman

NOMINATING COMMITTEE, SPECIAL

Peter B. Seamans, Chairman
Mrs. W. Benjamin Bacon
H. Gilman Nichols
Stuart W. Pratt

MUSEUM COMMITTEE, STANDING

Mrs. Paul T. Haskell, Chairman
Mrs. W. Benjamin Bacon
Sargent Bradlee
Albert Goodhue
Bartlett Hayes, Jr.
William C. Loring
Mrs. Edward L. Peirson
Stuart W. Pratt
The Hon. William L. Saltonstall
David P. Wheatland

MAINTENANCE COMMITTEE, SPECIAL

Stanley M. Smith, Chairman
James H. Ballou
Randolph P. Barton
Mrs. Emerson T. Oliver
Earl P. Phinney
Paul F. Ducey, ex-officio
Charles A. Steward, ex-officio

DEVELOPMENT COMMITTEE, SPECIAL

Richard S. West
Mrs. W. Benjamin Bacon

AD HOC PORTRAIT GALLERY COMMITTEE,
SPECIAL

Mrs. Bertram K. Little
Andrew Oliver
Anne Farnam, ex-officio

EDUCATION COMMITTEE, SPECIAL

The Hon. William L. Saltonstall, Chmn.
The Hon. Kevin B. Harrington
Mrs. Stephen W. Phillips

MUSEUM ROYALTIES COMMITTEE, SPECIAL

Mrs. Edward L. Peirson, Chairman
Mrs. Albert Goodhue
Mrs. Wilbur T. Moulton
Mrs. Dwain B. Smith

SHIP ROCK COMMITTEE, SPECIAL

Stuart Pratt, Chairman
Albert Goodhue
Mrs. Sarah Fraser Robbins

John Wells
Paul F. Ducey, ex-officio

STAFF

April 1, 1978 - March 31, 1979

Bryant F. Tolles, Jr., Director

LIBRARY

Librarian

Bryant F. Tolles, Jr.

Associate Librarian

Robinson Murray III

Assistant Librarian

Miss Mary M. Ritchie

Reference Librarian

Mrs. Arthur R. Norton

Manuscript Librarian

Ellen D. Mark

Administrative Assistant

Marylou Birchmore

Library Interns

Henry Cooke

Elizabeth Craig

Susan Hubbard

Elizabeth Wenger

Timothy Wilkins

Library Volunteers

Walter G. Droque

Cornelius C. Felton

Beverly A. Fournier

Thelma H. Jenney

Mrs. Frederick J. King

Zbigniew Kantorosinski

Katherine MacGregor

Marion Nowak

Katherine E. Pinkham

Mrs. Thomas Sanders, Jr.

Caroline Shillaber

David Spencer

Beatrice Stasinopulos

Lisa Thomas

Natalie Thompson

Bowditch Family Papers

Hilda Armour

Pingree Family Papers

Marjorie Spencer

MAINTENANCE

Superintendent

Paul F. Ducey

Maintenance AssistantsPaul S. Marshall¹*+Alfred A. Huber²Consultant

*Ray K. Moore

Housekeepers

Mrs. Edward F. Marquis

Mrs. Lorraine C. Barker

Constables

*George Crowdis

*Reginald M. McIntire

Harold J. Shallow

Maintenance Volunteers

William M. Houghton

MUSEUM

Curator

Anne Farnam

Research AssociateMrs. Gilbert R. Payson³Assistant Curator for the Museum

John Hardy Wright

Assistant Curator for the HousesDean P. Lahikainen⁴Registrar

Bettina A. Norton

Museum Assistants

*Miss Mary Silver Smith

*Elaine D. Bonney

Administrative Assistant

Cynthia Cetlin

1. 9/14/78

2. 4/15/78-10/16/78

3. Retired 9/1/78

4. 9/5/78

* Part time

+ Temporary

MUSEUM (cont.)

Boston University American
Studies ScholarsMartin Blatt⁵Mary Ellen Martin⁶Cornell University InternPamela Guren⁷National Endowment for the
Arts/Boston University InternNaomi Rosenblum⁸University of Vermont InternJill Williams⁹House Guides

*+Brad Clark

*+Elizabeth Craig

*+George H. Gossom, Jr.

*+Sarah Hill

* Honor Hull

*+James Kerr

* Mrs. Montgomery Merrill

* Mrs. Ray K. Moore

*+Katharine Pinkham

*+James Rudenberg

*+Stephen Schier

*+Kenneth Turino

House Custodians

Mr. and Mrs. K. David Goss

Mr. and Mrs. Robinson Murray III

Mr. Paul F. Ducey

Museum Volunteers

Steven J. Adolphson

Mrs. Eileen Parker

COORDINATOR OF COMMUNITY RELATIONS

*Mrs. Alvin Shutzer

Community Relations Volunteers

Mr. and Mrs. E. Donald Carlin

COORDINATOR OF EDUCATION

K. David Goss

Amy Wood Richardson¹⁰Education Volunteers

Mrs. Gertrude Freedman

Mrs. Roger Greenslet

Timothy Murphy

Ms. Reta Newman

ADMINISTRATION

Business Officer

Charles A. Steward

Assistant Treasurers

Peter R. Doran

*Edwin W. Dennis

Assistant to the Director

Mrs. Lincoln D. Richardson

Office Manager

Mrs. Irving J. Duffy

Administrative AssistantMrs. Hugh Nelson¹¹Development AssistantMrs. James A. Ostheimer¹²Administrative Receptionist

Mrs. Peter B. Ward

Supervisor on WeekendsWilliam Allen¹³Cutler Godfrey¹⁴George H. Gossom, Jr.¹⁵Tellers*+Bethany Fowler¹⁶*+Joyce Morin¹⁷

+Susan McLean

Shop Assistant+Katie West¹⁸

5. 9/78

6. Fall '78-Spring '79

7. 6/1/78-9/5/78

8. 1/2/79

9. 1/78-5/78

10. 12/5/78

11. to 8/4/78

12. 10/1/78

13. retired 4/78

14. 5/13/78-9/17/78

15. 10/22/78

16. 11/78-6/79

17. 6/78-6/79

18. 6/1/78-9/4/78

* Part time

+ Temporary

ESSEX INSTITUTE - LADIES COMMITTEE
1978 - 1979

Mrs. D. J. Ashley	Mrs. Harvey L. MaCauley
Mrs. W. Benjamin Bacon	Mrs. Wilfred Marchand
Mrs. W. Gardner Barker	Mrs. James A. Marsh
Mrs. A. Peaver Barton	Mrs. Bertram T. Martin
Mrs. Marcus Beebe	Mrs. Henry L. Mason
Mrs. George Benson	Mrs. Vincent McGrath
Mrs. Oliver K. Black	Mrs. Robert R. Minturn
Mrs. Richard Bowman	Mrs. Leon Monnier, Jr.
Mrs. Richard P. Breed	Mrs. James A. Morrison
Mrs. Richard P. Breed, Jr.	Mrs. Wilbur T. Moulton
Mrs. William J. Breed	Mrs. Marie Novak
Mrs. Gordon L. Brown	Mrs. Bradley P. Noyes
Mrs. H. Glover Butler	
	Mrs. Emerson T. Oliver
Mrs. Allan M. Chagan	Mrs. Robert L. Osgood
Mrs. Patrick Conley	Mrs. Robert W. Osgood, III
Mrs. William Creamer	
	Mrs. Gary A. Peterson
Mrs. Lee A. Dimond	Mrs. Edward L. Peirson
Mrs. Alfred Donovan	Mrs. Drayton Phillips
	Miss Molly Pitcher
Mrs. Albert Goodhue	Mrs. Louis Pocharski
Mrs. Roger Greenslet	
	Mrs. Joseph C. Roper, Jr.
Mrs. Paul T. Haskell	Mrs. David C. Ross
Mrs. Henry Hazen, Jr.	Mrs. Richard Russell
Mrs. Owen E. Hearty	Mrs. James Reiley
Mrs. Sherman Holcomb	
	Mrs. James F. St. Clair
Mrs. Claude K. Jones	Mrs. George Sausele
	Mrs. Francis P. Scully, Jr.
Mrs. Leonard B. Kilgore	Mrs. Robert R. Shapiro
	Mrs. Benjamin Shreve
Mrs. George Lail	Mrs. William A. Slade, Jr.
Mrs. Richard D. Lemmerman	Mrs. Dwain B. Smith
Mrs. Richard A. LeBel	Mrs. Joseph V. Stanton
Mrs. Vincent Lyness	Miss Beatrice Stasinopolous
	Mrs. Bryant F. Tolles, Jr.
	Mrs. Gerald B. Townsend
	Mrs. Richard S. West
	Mrs. William C. Wheaton
	Mrs. Robert G. Young
	Mrs. Paul Zaido
	Mrs. Joseph Zelinski

Annual Report

ESSEX INSTITUTE - LADIES COMMITTEE
1978 - 1979
ASSOCIATES

Mrs. Douglas F. Allan

Mrs. John Ballou

Mrs. Henry P. Binney

Mrs. Philip Bourne

Mrs. Francis Brown, Jr.

Mrs. Louis C. Copeland

Mrs. Frederick J. Davis

Mrs. Ralph Doering, Jr.

Mrs. William D. English

Mrs. Allyn Fields

Mrs. W. Sidney Felton

Mrs. Frank McQueston Gring

Mrs. John Hand

Mrs. C.A.B. Halvorson

Mrs. Carter Harrison

Mrs. John Haug

Mrs. Richard D. Hill

Mrs. William Houghton

Mrs. Harry Houlberg

Mrs. F. Corning Kenly, Jr.

Mrs. E. Randall Jackson

Mrs. Philip Lord

Mrs. Eric N. Meakin

Mrs. Edward Parker

Mrs. William H. Robinson, Jr.

Mrs. Richard Thorndike

Mrs. David Wheatland



Actress Lee Remick preparing for a scene in the film of Henry James's novel, The Europeans. The scene was photographed at the Gardner-Pingree House, one of the Institute's historic house properties.



The portrait of Salem judge Benjamin Lynde (1667-1745), attributed to the unidentified "Pollard limner," and the carved 17th-century Salem chest offer insights into the early culture of Essex County.



Purchased by the Institute in 1978, T. H. Matteson's "Examination of a Witch" is a companion piece to his painting, "The Trial of George Jacobs." Painted in the 1850s, they represent the events of the 1692 Salem witchcraft trials.

REPORT OF THE PRESIDENT

I would like to take this opportunity to highlight some of the more important accomplishments that have occurred at the Institute during the last few years, and to make some particular observations.

First, I wish to acknowledge with thanks the service of Edward C. Johnson 3rd, a member of the Institute Council for more than a decade, and David P. Wheatland, a Council member for almost twenty-five years. These two gentlemen are rotating off the Council this year. Ned Johnson has been on the Council since 1967. He is the past chairman of the Museum Committee. In his own right, he is an acknowledged expert and important collector of American furniture. He has shared his knowledge for the great benefit of the Institute. We will miss him. David Wheatland has been on the Council since 1955. His many services to the Institute, including being president, are too numerous to list. His wisdom and generosity will always be remembered.

Huldah S. Payson retired last summer. For twenty-one years she had served the Institute as curator and, for a time, acting director, and most recently as research associate. We miss her, but delight in knowing of her and Gil Payson's continued interest in the happenings of the Institute.

We owe our thanks to these three friends for their efforts in behalf of the Institute. The membership is also grateful to the Ladies Committee, volunteers, and staff for their devoted service. Too often we forget the "regulars" who make an organization like ours function. The Ladies Committee time after time is there behind the scenes assisting in many small ways in addition to taking on major projects such as funding the restoration of the Garden House. The staff never ceases to amaze me, not only for their competence, but for their versatility. Our maintenance department, for example, has completely refurbished the drainage system in the back yard, an engineering feat that I am sure would astonish even the pharaohs of Egypt!

In past years I have at times been the singer of gloom and doom regarding deficits and inflation. It would be wrong to say that we do not still have very real financial problems. Our average deficit over the past four years has ranged in the area of \$35,000, to which should be added the cost of capital improvements, which average in the range of \$25,000 to \$30,000. This subject is a matter of continuing concern in considering the future well-being of the Institute. Annual giving has got to be increased and more benefactors found. I would hope that the greater activity in all Institute departments in recent years and the resulting greater visibility will, in turn, attract additional support. To highlight this, let me give a brief overview of what I mean.

The last four years have been extremely interesting in that a new era has come to the Institute. The majority of our present staff have come to us as technically trained professionals. They have also brought new techniques in attracting the support of government and private foundations to a greater extent than every before. For example, the total grants during the past four years have averaged \$60,000 per year. However, we do not want to have to rely on the public sector for such funds to a degree where we sacrifice our independence. I believe that the Institute is presently achieving a suitable balance of funding sources.

Thanks to James D. Phillips, this institution has endowment money to finance publications. The Publications Committee has advised the Institute wisely. The quality of the Historical Collections attests not only to the committee's wise counsel but also to the competency of our staff. The current McIntire editorial project will produce a landmark publication, and is a good example of how to put our resources to maximum use with combined Institute and outside funding.

In the same vein, the library has been very active in recent years. Most recently the Wheatland, Bowditch, and Benson families have given family papers which are important research materials that have strengthened our collections. The Ward China Library has been revitalized. The staff is conducting courses in the library for students from nearby colleges. A paper conservation laboratory is about to be put into operation. These are just a few events pointing up the fact that our library is not static; it is a community resource that is in constant use.

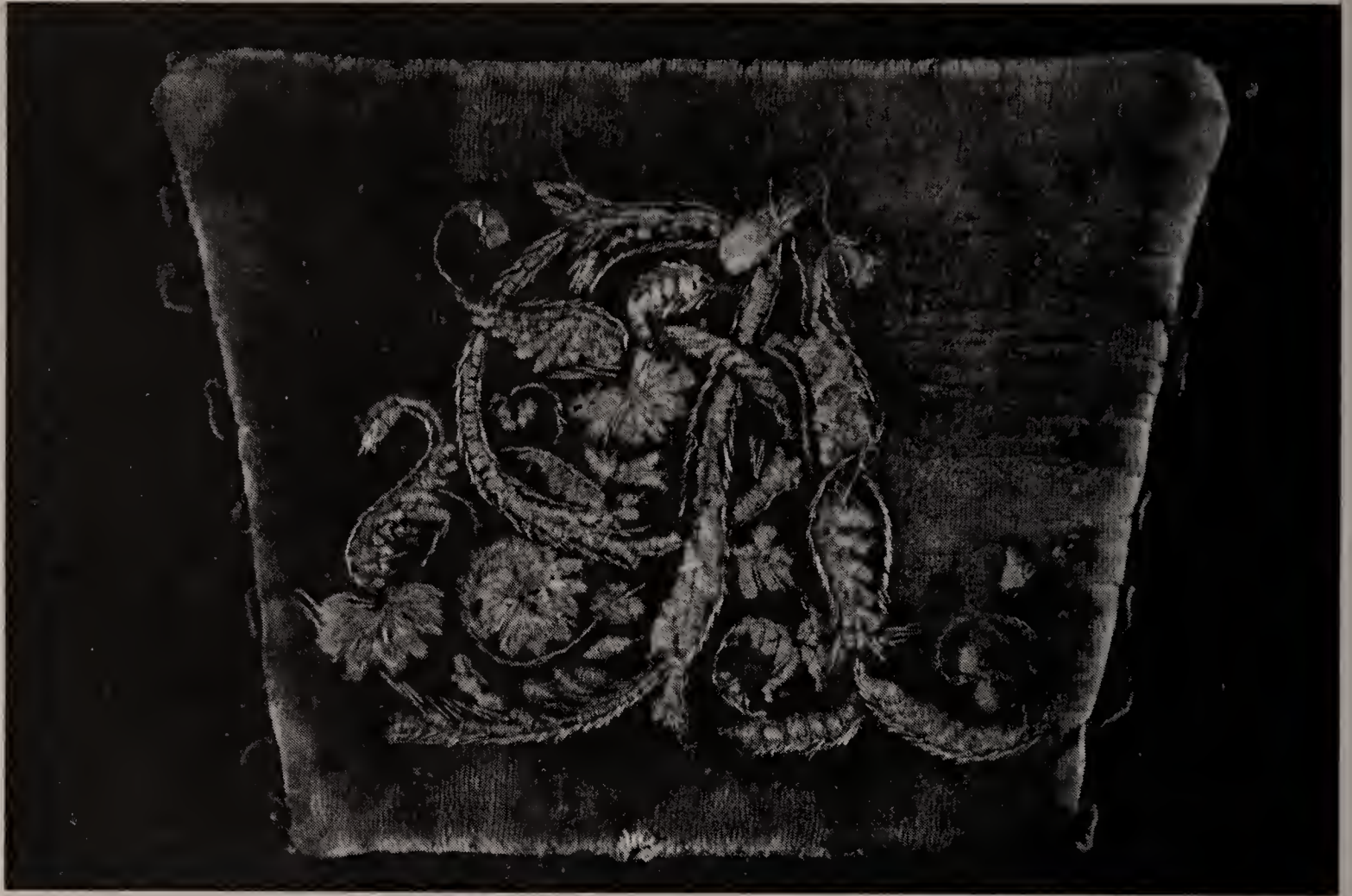
The museum department, with the able help of the Museum Committee, has made many important acquisitions. The scope of our collections is outlined in Huldah Payson's new booklet, Museum Collections of the Essex Institute. This booklet is a most important tool, because it gives the visitor an overview of what we have in the museum. I think the Bentley show of two summers ago and the forthcoming shoe and leather show are examples of the scope and magnitude of the endeavors of this department. Collecting policies have been updated and policies established as to what we should collect right up to the contemporary period, so that future generations can interpret how we lived in Essex County in the twentieth century. The museum department is active and is giving full exposure to the collections.

The houses are an ever-present joy and should not be overlooked. Through Bryant Tolles's and the museum department's efforts, the booklet series covering every one of the houses has now been completed. Recently we have entered into a contract to operate the Ropes Mansion at 318 Essex Street for its trustees. This is a happy accomplishment, particularly as it was the original wish of the Ropes sisters that the Institute do this.

The education department continues to flourish, thanks to the generosity of Betty Phillips, other friends, and the General Court of Massachusetts, which has granted funding for a year, to be administered through the Massachusetts Council on the Arts and Humanities. This expanded department is an important new asset, as it brings increasing numbers of schoolchildren through our doors.

In closing, I would like to thank our staff for their devotion and for making this a happy place. Also, I would like to single out for special thanks Ernest Dodge and Andrew Oliver for their continuing wise counsel and their help in bringing to the Essex Institute our director, Bryant Tolles. I believe that it is remarkable that Bryant, an architectural historian by training, is well versed in all of the many facets of the Institute and is an able administrator as well. For all of the members, I wish to acknowledge the outstanding job that Bryant, with the support of his wife, Carolyn, and his family, have done for the Institute.

Respectfully submitted,
RICHARD S. WEST
President



Recently donated to the museum by WGBH-TV, this embroidered letter "A" was used in the widely acclaimed television production of Nathaniel Hawthorne's novel, The Scarlet Letter.



In 1979 the Institute assumed responsibility for the curatorial management of the Ropes Mansion, one of Salem's finest historic house museums.

REPORT OF THE DIRECTOR

It gives me great pleasure to present to the membership and friends of the Essex Institute my fifth annual report since becoming director here in 1974. During the past year we have devoted much of our time and energy to planning and developing new programs, the results of which will be evident over several years. At the same time we have persisted in our efforts to maintain the financial health of the Institute in a period when all cultural organizations in the United States are encountering diminishing assets and accelerating operational costs. Although we face the future with great fiscal uncertainty, we see no reason to alter our mission as one of the country's largest and oldest regional historical societies. We are approaching our present tasks with firm dedication, energy, and optimism. The Institute has long been a delightful and fascinating place with which to be associated--we intend to cope with our financial constraints, and to keep it that way.

Special Projects

In my spoken remarks before the annual meeting on April 17, I focused on a vitally important area of the Institute's operations--nonbudgeted special projects, supported largely by outside private, public, and foundation funds. During 1978-79 these constituted a major part of our activity and therefore merit prime attention in this year's printed annual report. Our reasons for concentrating on these at this time have a sound basis of logic.

Occasionally I am asked why the Institute is currently developing special projects to the extent that it is. Or, how is it possible to commit the requisite resources or time? After all, though we are striving to keep them in hand, we are running not-insubstantial annual operating deficits. I answer these questions in the following manner--special projects, by supplementing regular staff activities, take advantage of available grant programs, and permit an organization like the Institute to do things that it must do, and that otherwise it could infrequently afford to do. Alas, outside grant money for operating expenses, what little there is available, comes with strings attached and heavy matching requirements. For the most part, special projects dollars may be acquired more easily, and with fewer restrictions. By virtue of these projects, our programs are expanded, and our institutional profile is raised in the eyes of our historical society and museum peers, the world of education, and most important, our membership and the general public. Furthermore, special projects, by their very nature, provide a stimulus to staff professionals in their daily work, offering them challenges and opportunities which otherwise they might not have. Lastly, such special projects, when properly implemented, give a cultural institution a good "credit rating," because they represent successful efforts to attract outside financial support. In short, well-spent dollars inevitably attract more dollars!

During the past year the Institute has made application for or has been offered approximately \$280,000 in large-scale special project assistance. At this date we have been promised or have received \$126,000 of this total from private sources or federal agencies. We much appreciate the help of Assistant Treasurer Peter Doran and Business Officer Charles Steward in the administration of these projects. Let me now describe briefly for you what some of these special projects are, on a department-by-department basis. Most of these have previously been announced in our Newsletter, the newspapers, or at our events, so you may already be familiar with some of them.

Just as soon as our highly successful National Endowment for the Humanities-funded exhibition, "Dr. Bentley's Salem....," closed a year and a half ago, Anne Farnam and her museum staff commenced the planning of another major show which will open to the public in September. Entitled "Life and Times in Shoe City: The Shoe Workers of Lynn, 1850-1950," this ambitious undertaking, focusing on the city of Lynn (once one of the world's shoe manufacturing centers), will attempt to recover and interpret the social history of a generally unappreciated area of manufacturing--the shoe industry--and the people who built up this enterprise--the shoe factory workers. A variety of additional programs are planned to involve an expected large and broad audience--publications, including a self-guiding tour of Lynn; educational programs, attracting many busloads of school children; oral history interviews; and performances, craft demonstrations, and a workshop conference bringing together academics and laborers. Assisting Anne and her department are historian-consultant Keith Melder, two Boston University interns, and experts in several fields. Two N.E.H. grants, for planning and for implementation, have made this possible. The \$69,500 implementation grant is the largest of its kind in the Institute's history. Despite the magnitude of this endeavor, the museum staff is looking beyond it into 1980. A grant proposal prepared by John Wright has been submitted to the National Endowment for the Arts requesting support for an exhibition of the marine and landscape paintings of C.E.L. Green (1844-1915), Essex County artist, to be cosponsored by and shared with the Brockton Art Center. Such collaborative ventures are becoming increasingly common and popular in museum circles.

Directly related to the museum program, our principal special project in the maintenance area will result in the refurbishing of the Plummer Hall Portrait Gallery, and the construction of a nonperishable small-objects storage room in the unfinished attic above it. As those of you who have visited the Institute recently will surely attest, work is nearly completed. Funded by generous gifts from anonymous donors, and by two N.E.A. grants, this project has been dreamed of for many years, and we are delighted at long last to implement it. The Portrait Gallery, its original Victorian spirit intact, will reopen this summer. Once again it will graciously accommodate our magnificent portrait collection, augmented by impressive additions in recent years.

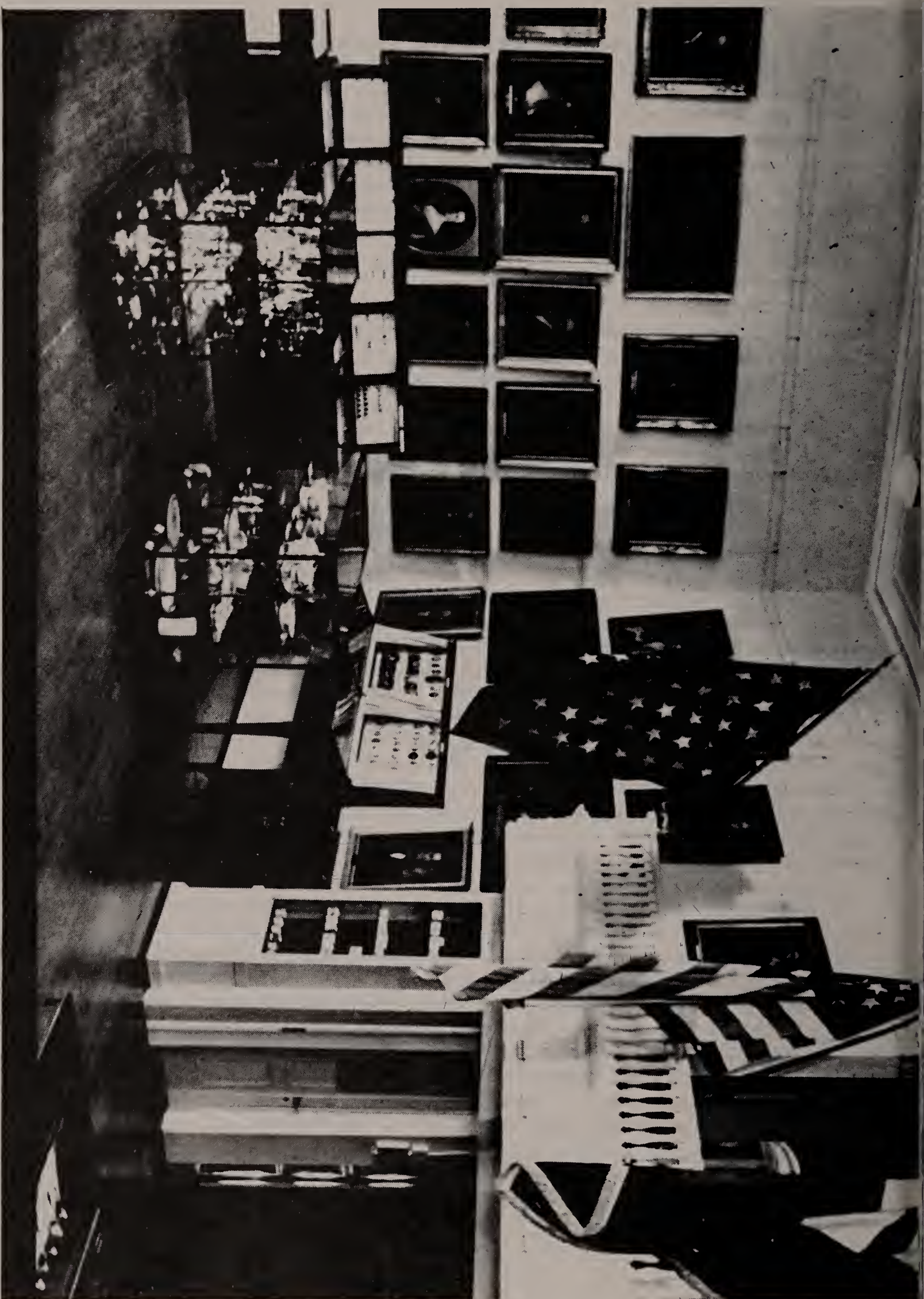
Two other notable physical plant projects are slated for completion this year. Thanks to a marvelous \$5,000 gift from the Ladies Committee, for which we are most grateful, we have moved the unusual Federal-style Beebe Summer House (ca. 1800) from Wakefield to our grounds, and Paul Ducey and his maintenance assistants are presently engaged in painstaking restoration. This historic little structure will become a most appropriate visual focal point for the Crowninshield Gardens. Although slowed by problems with wood deterioration, we intend to complete restoration by the fall, or next spring, and to recognize this fact with due ceremony.

By virtue of a \$13,500 matching grant, the Massachusetts Historical Commission has made possible the replacement of the roof and the repair of the chimneys and balustrades of the Peirce-Nichols House on Federal Street. We must, however, raise the equivalent matching sum; this project has been initiated with the first contributions coming from members of the Peirce and Nichols families, and from other interested friends. The new roof will be in place before next winter's snow arrives. Other important historic restoration projects await our attention in future years.

Originally established in 1971 and then revived in 1976, the education department in itself constitutes a special project. Although we do not currently fund the department from regular operating income, we hope that someday it will be supported by a permanent endowment. Six very generous friends of the Institute have carried the financial burden since 1976. A \$15,000 legislative appropriation, administered by the Massachusetts Council on the Arts and Humanities, permitted us to expand the education program in 1978-79, and we have submitted a matching grant application to the Council to fund the program for another year, starting in July. With new creative directions charted in curriculum planning and teaching, Dave Goss, Amy Richardson, and their volunteers have earned the respect of all. With your help, we will do our utmost to retain their innovative program as an essential part of our future offerings.

In the Samuel McIntire editorial project, now in progress under the direction of architectural historian Paul F. Norton of the University of Massachusetts-Amherst, we are realizing a long-term objective of the Institute's publication program. Initiated last summer and financed by Professor Norton's sabbatical and the James Duncan Phillips Fund, this project will produce over a three-year period a scholarly volume of McIntire's drawings and business papers, a booklet reproducing selected drawings for general distribution, and a McIntire exhibition, with related activities. Surely, there is no more appropriate publication project that the Institute could undertake!

The merit of these undertakings and their importance to the Institute and our various "publics" is, I think, strikingly apparent. By doing these things, we give our institution and those who work for it



A view of the Essex Institute Portrait Gallery, before renovation.

intellectual and physical energy, a sense of mission, a feeling of self-accomplishment, and a solid record of tangible results. Our collections are viewed, therefore, as "living" or active, rather than static.

Staff

At the heart of any successful cultural institution is its professional staff. The Institute is very fortunate to have in its employ an outstanding group of people, and I am extremely grateful to all of them for their many creative contributions to our organization last year. Oftentimes staff members have acted with such efficiency and dispatch that I have found it difficult to keep up with them! I am constantly surprised by their innovative productivity.

Although the present makeup of our staff is much the same as it was at this time a year ago, there were, nonetheless, some notable changes. In September the Institute family marked the retirement of Huldah S. Payson, curator from 1957 to 1976, and research associate from 1977 to 1978. Mrs. Payson's extensive knowledge of the museum collections will be sorely missed, but fortunately she will continue to reside in Salem, and we expect to see her often in the future. Her place on the museum staff has been taken by Dean P. Lahikainen, who assumed the position of assistant curator for the houses last September. At the same time, John H. Wright took the new title of assistant curator for the museum, thereby reflecting a redefinition of job responsibilities within the museum department. Assisting as well as learning from members of the museum staff were interns Jill Williams from the University of Vermont, Pamela Guren from Cornell University, and Mary Ellen Martin, Naomi Rosenblum, and Martin Blatt from Boston University.

Among other staff changes were the promotion of Paul F. Ducey from acting superintendent to superintendent of the maintenance department, and the appointment of Paul S. Marshall as maintenance assistant. During the summer months Alfred A. Huber, an expert on trees and shrubs and a Peabody resident, served very capably as gardener, but was unable to return this year due to poor health. In December Amy W. Richardson became assistant coordinator of education, thereby adding considerable strength to the education department. Mrs. James A. Ostheimer replaced Mrs. Hugh Nelson as development assistant in October, and has enabled us to expand our membership program. In the same month we were fortunate to secure the services of George H. Gossom, Jr., a former Gloucester schoolteacher, as constable and weekend supervisor.

Museum and Houses

Aside from preparations for the aforementioned Lynn shoe and leather show, the major event of 1978-79 for the museum department was the Essex Institute's assumption of curatorial management responsibilities for the Ropes Mansion (ca. 1719; 1894) at 318 Essex Street in Salem. By

virtue of an agreement between the trustees of the Ropes Memorial and the Council of the Institute, the Institute has taken on the task of recording, researching, arranging, caring for, and interpreting the house and its contents, including the execution over the next two years of a program of interior refurbishment. Much of this very important work, currently underway, will be performed by resident custodians Dean and Betsy Lahikainen. As agents for the Ropes trustees, the Institute has taken on the following advisory functions: publicity, visiting school and adult groups, security, the annual horticultural lecture series, the appointment and supervision of the resident custodians and guides, and interior and exterior maintenance. In continuation of their role as guardians of the property, the Ropes trustees have retained full accountability for the financial and legal affairs of the property. We are delighted to assume the duty of managing this important colonial residence in fulfillment of the wishes of the late Ropes sisters under whose wills the house was first opened to the public in 1912.

This past year also saw the establishment of the Salem Witchcraft Fund to support programs relating to the historic 1692-93 Salem witchcraft trials. This important fund was set up with generous donations from two close friends of the Institute. The fund will cover the costs of annual summer exhibitions treating the Salem witchcraft era and will provide income for the purchase and conservation of related museum objects and library materials and for the development of related teaching tools and publications. Two products to date are the small show, "Salem Witches: Myth and Reality," and the acquisition of the magnificent romantic historical painting, "The Examination of a Witch," painted by the New York artist T. H. Matteson in 1853. In the show, this canvas hangs adjacent to its well-known companion, "The Trial of George Jacobs," owned by the Institute for many years. We are currently developing guidelines for a "Friends of Salem Witchcraft" group, which everyone will be eligible to join, particularly those whose direct-line ancestor(s) may have in some way been associated with the witch trials. Through the fund and the new group, the Institute will enhance its ability to interpret in a responsible and scholarly manner one of the most significant episodes in Essex County history.

The museum staff was at center stage of one of the highlight events of the Institute's 1978-79 year when in late October and early November several scenes for the new cinema adaptation of Henry James's short novel, The Europeans, were shot at the Gardner-Pingree and Daland Houses and on Salem's famed Chestnut Street. Produced by Ismail Merchant and directed by James Ivory, the film featured American actress Lee Remick and English actor Robin Ellis in the lead roles. Several Institute staff members were rewarded for their hard work in support of the film crew by small roles as extras. In addition to the Salem sites, major portions of the film were made in properties owned by the Society for the Preservation of New England Antiquities, Boston. The movie was premiered at the Cannes International Film Festival, and will open in

England and the United States later this year, with a prominent Institute credit line.

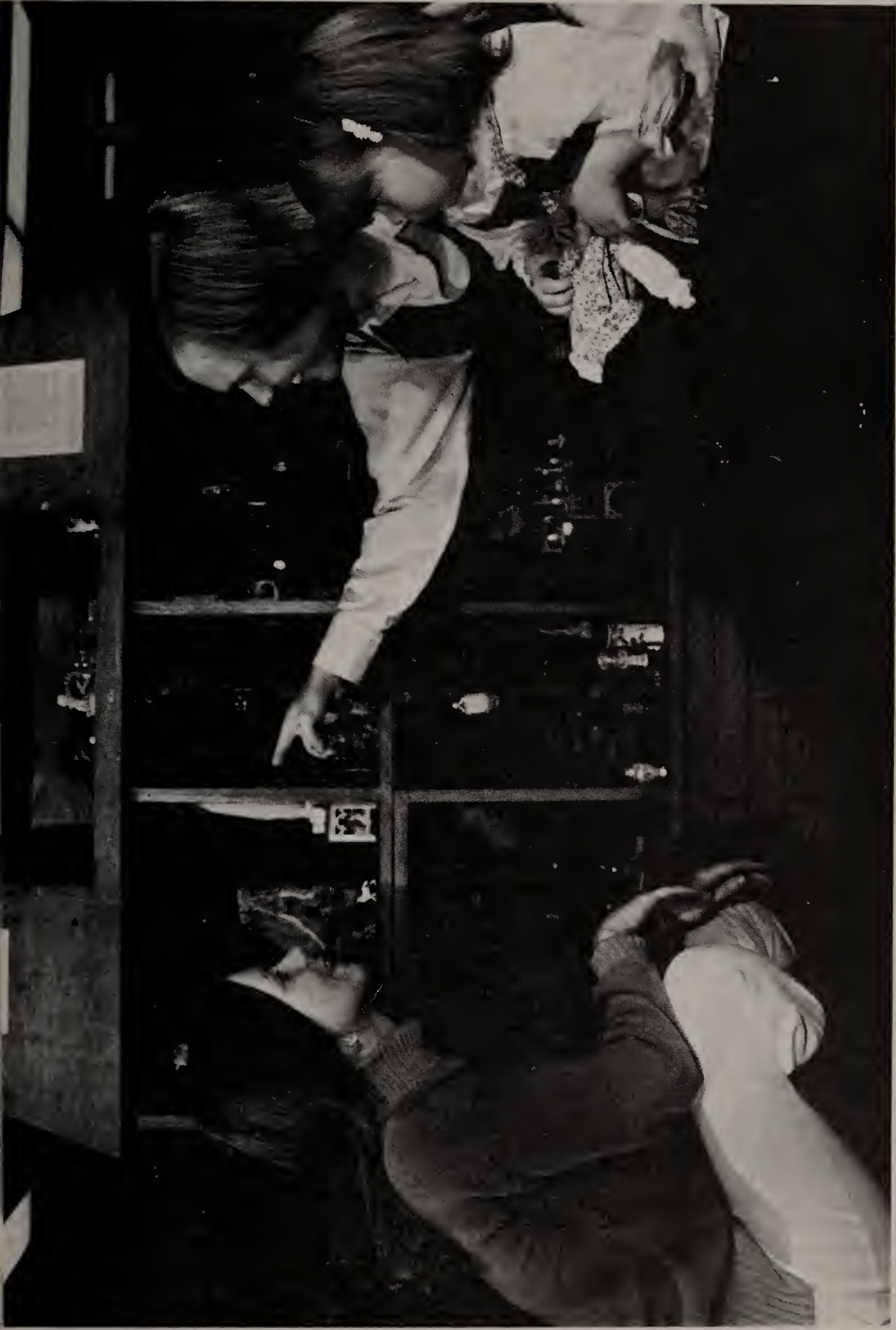
In addition to the exhibition on Salem witchcraft (which opened in April 1979), a number of other special shows were held. During the summer months we presented an unusual loan exhibition entitled "Sights and Sounds of the Past: The Television Age is Born." We are very grateful to a member of the Council, David P. Wheatland, for helping to make this show possible. From the middle of June to the middle of September, an exhibit of prints from the Institute's extensive collections was installed in the McCarthy Gallery. This was timed to coincide with the publication of Registrar Toni Norton's booklet (see "Publications") on our print holdings. A selection of crazy and patchwork quilts owned by the Institute was displayed in the McCarthy Gallery from September to January. In conjunction with the Salem State College-Essex Institute conference, "New England Puritanism: 1620-1750," the library and museum departments collaborated on a small but excellent Print Room exhibition entitled "New England's Rarities: Puritan Books and Manuscripts of the Seventeenth Century." This was followed by the exhibition "Conservation of Paper: Some Problems and Solutions," which was set up by the library staff in conjunction with a seminar on paper conservation held in early November (see "Library"). From November to January the Print Room and adjacent gallery space accommodated "Charles Osgood: Prolific Portrait Painter of Salem," organized, with an accompanying catalogue, by Assistant Curator John Wright and volunteer Frederic Sharf. It was the consensus that this representative exhibit of Osgood's work was one of the best special painting shows that the Institute had ever done. After January, due to the renovation of the Portrait Gallery, no new exhibitions were put up (see "Special Projects").

The high points of the Institute's museum acquisitions for 1978-79 were described by Curator Anne Farnam at the annual meeting and bear repeating. A total of 231 objects were accessioned--117 were gifts, 8 were purchases, 9 were loans, and 97 were from our collections. The major purchase, to which I have previously alluded, was T.H. Matteson's large oil painting, "Examination of a Witch," which will be one of the cornerstones of the Institute's annual summer exhibition treating the Salem witchcraft episode. With the assets of the Stuart Memorial Fund, we were able to acquire in April a superb daguerreotype portrait (1848) of Benjamin W. Crowninshield. Other purchases included the music sheet lithograph "Sea Serpent" (in Boston Harbor) (ca. 1842) and several small items for the Lynn shoe and leather exhibition.

Many excellent donations were received by the museum department last year, and I regret that space does not permit me to list each individually. We are very grateful to all donors, however! Some of the most outstanding gifts were: an oil portrait of Henry Fitz Waters by Frank W. Benson from Mrs. Paul T. Haskell, Salem; an early 18th-century large Bokhara rug, once the property of Dr. George Webb West, from Richard S. West, Wenham, Massachusetts; an Empire sofa, said to have belonged to Samuel Holton's daughter, Danvers, from Mrs. Hugh S.

Grey, Canaan Street, New Hampshire; a ram weathervane (ca. 1840), gilded tin, with rod and directional signs and ball, from the Chadwick family farm in Boxford, from Helen E. Chadwick for the children of John T. Chadwick, Boxford, Massachusetts; a silver cann, made by John Andrew, Salem silversmith, probably in 1779, from Stephen Wheatland, Sorrento, Maine; a stirring spoon of silver (ca. 1930), made by Franklin Porter, Essex County, from Mrs. Paul T. Haskell; souvenirs of 19th-century trips to Europe, from the Misses Broadhead, Salem; a silver porringer made by Emery, Boston, associated with the Rantoul and Endicott families, from William Endicott, Manchester; pieces of Oak Leaf pattern china, Wedgwood, from "Oak Hill" in Danvers, from Mrs. S. Eliot Guild, Boston; 19th-century costumes, memorial jewelry, and medallions from Miss Susan G. Loring, Boston; 19th-century costumes from Mrs. Richard Haley, Marblehead; the wedding dress (1883) of Clara Bertram Little (née Kimball), and related photographs, from Bertram K. Little, Brookline, Massachusetts; three dolls, from Mrs. Edith Candia, Lynn, Massachusetts; World War II items from Mr. Charles D. Farmer, Peabody, Massachusetts; a patchwork quilt, mid-19th century, from William C. Loring, Beverly Farms, Massachusetts; and a watercolor of the old Salem railroad station, by Hayley Lever (ca. 1920), from Stephen Wheatland.

Additional business worthy of mention was transacted by the museum staff. After functioning for many years without such a document the department, the Museum Committee, and the Council collaborated on the drafting and formal approval of a museum collections policy statement. Simultaneously, a summary outline of the strengths and weaknesses of the museum collections was prepared and distributed. These two documents (see "Appendix A" and Appendix B") will be of great assistance to Institute staff, members, and friends in the ongoing search for significant additions to these collections. The conservation of our paintings and furniture was continued, albeit at a slower pace than in past years. Loans were extended to the Currier Gallery of Art (Manchester, New Hampshire), the Naumkeag Trust Company (Salem), WGBH, Channel 2 (Boston) for the filming of The Scarlet Letter, the Whitney Museum of American Art (New York City), the Massachusetts Council on the Arts and Humanities (Boston) for a traveling display, the Concord Antiquarian Society (Concord, Massachusetts), the Lynn Historical Society (Lynn, Massachusetts), Old Sturbridge Village (Sturbridge, Massachusetts), the Copley Society (Boston), the Winn Library, Gordon College (Wenham, Massachusetts), the Cape Ann Historical Society (Gloucester, Massachusetts), and the Merrimack Valley Textile Museum (North Andover, Massachusetts). Our modest museum acquisitions funds were happily supplemented by income gained from the disposal of duplicate prints and objects from the military collection. Under the chairmanship of Council member Marion Peirson, a special Museum Royalties Committee was established and, at this writing, is in the process of developing various projects which, through the sale of museum reproductions, will also add to acquisitions funds. I continued to be impressed by the various professional activities (lectures, publicatio



The Institute's dollhouse collection attracts visitors of all ages.

conference participation, etc.) of museum department members--these do a great deal to spread the name and reputation of the Institute. Elaine Bonney, Cindy Cetlin, and Mary Silver Smith provided valuable administrative and guiding assistance for the department.

Library

The major function of our library staff each year is service to our readers and correspondents. According to Reference Librarian Irene Norton, the number of readers making use of the incomparable resources of the James Duncan Phillips Library in 1978-79 remained at about the same level as in the previous two years. There were 2881 total visits to the reading room, of which 960 were by members. The number of individual readers totaled 978, of which 126 consulted manuscripts. An incredible total of 811 letters were received and answered. All this activity places a tremendous reference strain on our small staff and loyal volunteers, and I am grateful to all of them for handling this added pressure so well. Among the always-interesting list of research topics were: Nathaniel Bowditch and early American science; Salem during the Revolutionary War; Newburyport cabinetmakers; law and authority in colonial Massachusetts; history of the First Baptist Church, Salem; the love story of Nathaniel Hawthorne and Sophia Peabody; 18th-century medicine in Essex County; music in Salem, 1825-50; Federal era cabinetmaking practices; abolitionism and transcendentalism; history of the U.S. Supreme Court, 1789-1900; shipyards in the 18th and 19th centuries; colonial fishermen and merchant seamen; regional history of Essex County, 1650-1763; the Reverend Dr. John Prince and scientific instruments; the restoration of the Joshua Ward House, Salem; Massachusetts politics, 1800-1850; the American merchant marine, 1830-45; Dr. Edward A. Holyoke; confectioners in Salem, 1790-1860; Thomas Spencer and the Salem Anti-Slavery Society; expectations of marriage; environmental perception and landscape change in Salem, 1626-1700; adult conception and treatment of children and youth in colonial and early 19th-century New England; and biographies of Nathaniel Hawthorne, Anne Hutchinson, Timothy Pickering, and Elizabeth Stuart Phelps Ward.

Library acquisitions were by intention not as numerous as in the recent past; nonetheless, for the library staff, the fascination of search and discovery was there as always. The library's new collection policy statement has provided useful guidelines for acquisition of printed materials (see "Appendix C"). From Assistant Librarian Mary Ritchie's records, we know that a total of 738 printed items were acquired, 454 by purchase and 264 by gifts from 142 donors. The bulk of these were periodicals, books, and pamphlets in the areas of New England local history, New England genealogy, Essex County history, American maritime history, American biography, general reference, American fine and decorative arts, American architectural history, general Americana, and the history of late imperial China and Chinese relations with the West. The sum of 27 manuscript acquisitions were recorded, 8 by purchase and 19 by gift. Included in this group were: letters from John Greenleaf Whittier, Lucy Larcom, and Julian Hawthorne;

an account book for the Essex Bank; an account book of lawyer Nathan Dane; additions to the records of the Myopia Hunt Club; additions to the correspondence, legal notes, and other papers of Samuel Putnam, lawyer and judge of the Supreme Judicial Court of Massachusetts; additions to the Bowditch family papers; letters to Nicholas Thorndike discussing the Russian trade; correspondence of Simon Stodder, a shipping agent stationed in Africa; the 1786 articles and covenant for the Salem Tabernacle Church; legal and financial papers for the Lye and Tapley families of Lynn; estate papers of Joel Bowker, a Salem merchant; two Quaker marriage certificates; and an account book of the Salem carpenter Thomas S. Jewett, detailing his work on Salem houses, 1844-1908. Our endowed library purchase funds were increased as a result of disposal sales of duplicate and extraneous materials.

A number of special projects and activities were undertaken by the library department in 1978-79. During the fall, consultant Hilda Armour completed the cataloguing of the Bowditch Family Papers, the gift the previous year of Nathaniel R. Bowditch of Philadelphia. Marjorie Spencer continued her excellent work processing the Pingree Family Papers, and should complete her assignment by September. With the assistance of a grant from the Massachusetts Council on the Arts and Humanities, we initiated a conservation program for our manuscript maps, many of which are in dire need of cleaning, repair, and restoration. During both the first and second semesters of the academic year, Associate Librarian Robin Murray and Manuscript Librarian Ellen Mark taught a course on archival principles and practices in cooperation with the History Department of Salem State College. In November the Institute sponsored a one-day seminar on the problems and solutions of paper conservation led by Director Emeritus George M. Cunha of the New England Document Conservation Center. After unpredictable delay, work was continued on the construction of a basic paper-conservation laboratory in the basement of the Daland House. Small exhibitions on the Salem fire, the military career of Timothy Pickering, and paper conservation were installed in the hallway and catalogue file areas adjacent to the reading room. A selection of photographs from the Ward China Library was reproduced for the use of the National Film Board of Canada in a film about the life and career of Canadian diplomat Chester Ronning. Our many volunteers and interns continued their invaluable work in cataloguing, reference, and manuscript reporting and inventorying. Under Administrative Assistant Marylou Birchmore's direction, the photograph collection was used frequently, with over 180 queries or orders answered, and 171 photographs sold. During the winter a new Minolta microfilm and microfiche reader-printer was acquired and installed in the reading room. Additional microfilm of the newspaper collection will soon be available by virtue of agreement with the New England Document Center, whereby the Institute leases its microfilm camera in return for microfilming services. Perhaps the most striking development in the library last year was the continuing emphasis on educational outreach by means of exhibitions, seminars, courses, lectures, and internships.



Senator William Saltonstall, Education Director David Goss, and Salem Mayor Jean Levesque at a reception for educators and public officials.



Salem schoolchildren at the Essex Institute.

Education

With the assistance of a special one-year grant from the Massachusetts legislature (channeled through the Massachusetts Council on the Arts and Humanities), the education department grew in size (see "Staff"), and launched a number of new in-house as well as outreach programs. The department now offers more than 20 different thematic programs for young people, grades K through 12, and actively promotes the availability of these through a handsome printed brochure and by direct communication with teachers and school administrators. Three new slide-tape presentations were developed dealing with colonial American painting, Massachusetts and the sea, and the abolition movement in Massachusetts. Also prepared were four community-oriented programs for talented and gifted elementary school students. The topics covered are: understanding the houses of your neighborhood, immigrant life in Salem, Salem's Revolutionary heritage, and abolition in Essex County. These appealing offerings were further publicized by means of a new slide-show production which was premiered at a special reception for educators and public officials held in January.

The department's other activities for the year reflect considerable diversity and creativity. Throughout 1978-79, department coordinator David Goss and his assistants conducted teacher education workshops on oral history, the utilization of museum resources, and Salem and the sea. A new oral history project, initiated in conjunction with Professor John Fox of Salem State College and consultant/intern Rita Newman, treated the 1914 Salem fire, the last days of Salem shipping, and immigrant life in Salem's factories and ethnic neighborhoods. During the fall, the department launched into the area of adult education by offering George Michael's well-known "Encountering Antiques" course. In April the department published the first edition of its teacher's self-guided highlights tour for the museum. The Salem Cultural Resource Center (consisting of the Institute, the Peabody Museum, the House of Seven Gables, and the Pickering Wharf) continued working cooperatively to attract new school groups to Salem. Held last winter, the fourth annual Children's Film Festival drew 1600 young people to the Institute. Department members attended professional meetings, conducted workshops, delivered lectures to local groups, and did many other things that brought the department's programs to people's attention. In sum, it was a remarkable year of accomplishment for the education department--a positive reflection of this is the fact that last year more schoolchildren than ever before visited the Institute.

Publications

The primary focus of the publications program in 1978-79 has been on the Samuel McIntire editorial project (see "Special Projects"). With Professor Paul F. Norton as editor, the project has taken great strides forward, and we are looking ahead to another productive year. We hope for publication of the volume of drawings and business papers by late 1980 or 1981, and will devote all of the resources of the

James Duncan Phillips Fund to this end until the volume is finished. To date, Professor Norton has taken preliminary organizational steps, conducted research, carried on an extensive search for McIntire manuscripts (at the Institute as well as at other repositories), and has laid plans for the structure and content of the volume. The photography of the drawings has nearly been completed by the Meriden Gravure Company. Several heretofore-unpublished drawings and other papers have been located.

With much well-merited fanfare, the second and third of our museum booklets were published last year. Financed by a special grant from the National Endowment for the Arts, Prints at the Essex Institute, compiled by registrar Toni Norton, appeared in early summer and received immediate recognition for its excellence. Museum Collections of the Essex Institute, by former Curator Huldah S. Payson, was published in September, on which occasion Mrs. Payson delivered a lecture on the subject matter of the booklet. Funded cooperatively by the Essex County Tourist Council and seven area businesses (Daniel Low, Eastman Gelatine, Empire Clothing, G.T.E. Sylvania, Holyoke Mutual Insurance Company, Parker Brothers, and Pickering Oil Company), this attractive booklet is the cornerstone of the museum booklet series, providing a complete overview of the museum collections. Booklets on furniture, silver, and painting are next planned. According to Publications Assistant Joyce Duffy, the series is selling quite well.

Initiated in 1974 by myself and my wife, Carolyn, the Salem architectural guidebook project proceeds along at a deliberately modest pace. Last spring the Institute Council and the trustees of Historic Salem, Inc. approved a plan by which the two organizations will officially cosponsor publication of the volume. All the money required for publication subvention is yet to be raised. Thus far the bulk of the research, photography, and survey for the guidebook has been completed. Compilation of the entries is currently under way. The book will treat the high points of Salem's surviving architecture, which will be arranged geographically by districts. Inspired by the obvious richness of Salem's architectural heritage and by historic preservation concern, the guidebook will be the first scholarly work on Salem architecture since the Institute published Fiske Kimball's Mr. Samuel McIntire, Carver... in 1940. We hope to have it ready by the spring of 1981.

As is traditionally the case at the Institute, the Historical Collections and the Newsletter were published four times last year and were expertly copyedited by my assistant, Katherine Richardson. The costs of printing continue to rise at an alarming rate, but we feel that these are justified by the important services which these periodicals perform. One entire issue of the Collections was devoted to a short biography of Samuel Johnson, the North Andover theologian and transcendentalist, by Roger C. Mueller. We will continue to publish these special issues from time to time as circumstances and material demand.

Maintenance and Physical Plant Improvements

Thanks to the dedication and seemingly inexhaustible energy of Paul Ducey and his departmental assistants, 1978-79 was a banner year for the maintenance department. Routine cleaning and other tasks were handled in such an efficient manner by Paul Marshall, Helen Marquis, and Lorraine Barker that much additional time was made available for special projects. In addition to work on the Portrait Gallery, the new Plummer Hall storage area, and the Beebe Summer House (see "Special Projects"), a number of other important projects were completed. To aid us in our drive to conserve energy, attic "cap" insulation was installed in Plummer Hall and the Daland House. Our outside security was improved by the placement of new floodlighting on or near several buildings in the main compound. The rear driveway was built up and regraded, and provided with a new drainage system. The burglar and fire alarms in the main complex, the Ward House, the Crowninshield-Bentley House, the Vaughan Doll House, and the Gardner-Pingree House were expanded and purchased outright in an effort to cut security costs over a period of several years. Thanks largely to the efforts of Ray Moore and Bill Houghton, a new Ladies Committee office and conference room was created in the Daland House. Through the auspices of the C.E.T.A. program, we were able to add painter Brian Manning to our staff in January, and his presence has permitted us to undertake a number of vital interior painting projects. Several rooms in the Assembly and Peirce-Nichols Houses were painted by a subcontractor. The lovely Victorian cast-iron fences in front of the Assembly and Gardner-Pingree Houses were repaired after extensive damage caused by vandalism. Work continues on repainting and the installation of protective plexiglass in the exhibit cases in the main upstairs gallery of Plummer Hall. Many other smaller projects were completed through the diverse talents of Paul Ducey. The gardens and grounds received expert care under the direction of Al Huber (see "Staff"). Constables Reggie McIntire, George Crowdis, George Gossam, and Harold Shallow performed yeoman service in the security area during the year.

Community Relations

Phyllis Shutzer's dynamic leadership in the community relations department continues to contribute significantly to the still-growing public awareness of the Institute. This was reflected both in increased membership (up about 8% from 1977-78) and in greater attendance (up about 13% to over 57,000 from calendar year 1978) to which Administrative Receptionist Nancy Ward gave considerable attention. More and more attention is being focused on the Institute in the media as our already broad communications network is enlarged. Beyond the customary press releases, calendar notices, radio and television spots, and travel guide entries, Mrs. Shutzer devoted much time to cooperative promotional work with the Peabody Museum, the House of Seven Gables, and other Salem museums and historic sites. Albeit on a small scale, paid advertising was undertaken for the first time in the Institute's history, with

assistance from the Essex County Tourist Council. Later this year Newsweek and Time will carry special public service advertising for the Institute.

Working closely with development assistant Cornelia Ostheimer, Mrs. Shutzer contributed to the expansion of the Institute's corporate/institutional membership. We have doubled the number of members in this category from a year ago, and they now number over sixty. The Institute continued to receive attention in magazine articles and in television news coverage and special interviews. Now in its sixth year, Mrs. Shutzer's column, "Essex County Chronicles" again appeared in the Salem Evening News and other North Shore newspapers. The Salem School Department is planning to publish as instructional materials selections from these articles. Mrs. Shutzer kept us in close touch with the business community, the New England Council, the Essex County Tourist Council, and the Salem Chamber of Commerce.

As our "Calendar of Events" for 1978-79 (see pp. 35-38) reflects so well, the Institute is a marvelously versatile institution with appeal to many different "publics." It is gratifying to see increasing numbers as well as a broader cross-section of people taking advantage of our services and programs. The special projects, to which I have devoted much space earlier, are one of the major reasons why this is taking place. It is further pleasing to witness the amount of volunteer activity at the Institute, for we feel that it is an accurate index of how people feel about what we are doing here. To those people who have extended their assistance and support to the Institute during the past year may I express my sincere appreciation. To everyone I would like to extend an invitation to participate actively with us in our ongoing endeavors to collect, preserve, and interpret the history of Essex County, New England, and the nation.

Respectfully submitted,
BRYANT F. TOLLES, JR.
Director and Librarian

REPORT OF THE TREASURER

The audited statements of account prepared by Albert W. Dodge, Jr. for the fiscal year March 31, 1979, accompany this report. The books of the Institute are available in the Treasurer's office for examination by any member who wishes to see them.

The value of endowment funds on March 31, 1979, was \$3,259,865. as compared with \$3,146,811. a year ago.

Respectfully submitted.

EDWARD H. OSGOOD
Treasurer

ALBERT W. DODGE, JR.

CERTIFIED PUBLIC ACCOUNTANT

38 PORTER STREET

WENHAM MASSACHUSETTS 01984

To the Council of the
Essex Institute:

I have examined the balance sheets of the Essex Institute as of March 31, 1979, and the related statements of general fund revenues, expenditures and other changes and the summary of changes in fund balances for the year then ended. My examinations were made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The financial statements of the Essex Institute for the year ended March 31, 1978 were examined by other auditors whose report dated May 19, 1978 expressed an unqualified opinion on these statements.

In my opinion, the 1978 aforementioned financial statements present fairly the financial position of the Essex Institute at March 31, 1979 and 1978, and the results of its operations and the changes in its fund balances for the years then ended, in conformity with generally accepted accounting principles applied on a consistent basis.

By Albert W. Dodge
Certified Public Accountant

June 20, 1979

ESSEX INSTITUTE
STATEMENT OF GENERAL FUND REVENUES,
EXPENDITURES, AND OTHER CHANGES
FOR THE YEARS ENDED MARCH 31, 1979 AND 1978

REVENUES	<u>1 9 7 9</u>	<u>1 9 7 8</u>
Admissions	\$ 29,656	\$ 27,618
Unrestricted gifts used to meet expenses	26,465	28,988
Membership dues	25,085	21,420
Publications	18,619	22,030
Other income	<u>2,808</u>	<u>3,682</u>
Total revenues	<u>102,633</u>	<u>103,738</u>
OPERATING EXPENSES		
Direct expenses:		
Museum	81,016	88,451
Houses	37,414	29,485
Publications	52,398	45,223
Library	69,306	75,367
Costs attributable to all Institute activities:		
Administration and general	149,294	139,165
Operation and maintenance	<u>89,867</u>	<u>91,547</u>
Total expenses	<u>479,295</u>	<u>469,238</u>
Excess of operating expenses over revenues	<u>(376,662)</u>	<u>(365,500)</u>
FUNDS USED FOR OPERATIONS		
Restricted gifts, investment income, and other receipts for designated purposes availed of	194,112	181,765
Endowment fund unrestricted income	118,211	114,279
James D. Phillips Trust income	<u>31,949</u>	<u>19,319</u>
	<u>344,272</u>	<u>315,363</u>
Excess of operating expenses over revenues and funds used	<u>(32,390)</u>	<u>(50,137)</u>
OTHER CHANGES AND TRANSFERS		
Funds used for plant additions	(17,837)	(2,148)
Transfers:		
Adjustment of income cash balances	11,480	-
Transfers from endowment funds	50,541	-
Transfer from (to) restricted current funds	<u>-</u>	<u>14,600</u>
	<u>62,021</u>	<u>14,600</u>
	<u>44,184</u>	<u>12,452</u>
Net increase (decrease) in general fund balance	<u>\$ 11,794</u>	<u>\$(37,685)</u>

The accompanying notes are an integral
part of these financial statements.

ESSEX INSTITUTE
BALANCE SHEETS, March 31, 1979 and 1978

ASSETS	<u>1 9 7 9</u>	<u>1 9 7 8</u>
Current fund assets:		
Cash (overdraft)	\$ 4,542	\$ (1,939)
Dividends and interest receivable	31,903	34,883
Prepaid expense (principally insurance)	<u>7,545</u>	<u>8,845</u>
	<u>43,990</u>	<u>41,789</u>
Endowment fund assets (Notes 1 and 4):		
Investments, at cost:		
Cash held for investment	5,186	38,006
Fixed income	1,266,277	1,359,391
Equities	<u>1,378,539</u>	<u>1,305,099</u>
	<u>2,650,002</u>	<u>2,702,496</u>
Plant fund assets (Note 1):		
Land	101,288	101,288
Institute buildings and improvements	853,485	823,074
Period houses	<u>234,398</u>	<u>225,369</u>
	<u>1,189,171</u>	<u>1,149,731</u>
	<u>\$3,883,163</u>	<u>\$3,894,016</u>

The accompanying notes are an integral part
of the financial statements.

LIABILITIES AND FUND BALANCES

	<u>1 9 7 9</u>	<u>1 9 7 8</u>
Current fund balances and liabilities:		
Accrued expenses	\$ 12,419	\$ 16,600
Membership dues received in advance	13,850	8,805
General fund balance (deficit)	(46,448)	(58,242)
Unexpended balance of gifts, investment income, and other receipts for designated purposes	<u>64,169</u>	<u>74,626</u>
	<u>43,990</u>	<u>41,789</u>
Endowment fund balances:		
Restricted as to income	1,396,236	1,391,348
Unrestricted as to income	<u>1,253,766</u>	<u>1,311,148</u>
	<u>2,650,002</u>	<u>2,702,496</u>
Plant fund balances:		
Expended for plant	<u>1,189,171</u>	<u>1,149,731</u>
	<u>1,189,171</u>	<u>1,149,731</u>
	<u>\$3,883,163</u>	<u>\$3,894,016</u>

ESSEX INSTITUTE
SUMMARY OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED MARCH 31, 1979

	Balances March 31, 1978	Gifts
Endowment funds:		
Restricted as to income	\$1,391,348	\$ 15,406
Unrestricted as to income	<u>1,311,148</u>	<u>20,827</u>
Total invested funds	2,702,496	36,233
James D. Phillips Trust investment income (Note 3)		
Plant funds:		
Expended	1,149,731	
Current funds:		
General fund (deficit)	(58,242)	26,465
Gifts, investment income, and other receipts for designated purposes	<u>74,626</u>	<u>52,115</u>
Total all funds	<u>\$3,868,611</u>	<u>\$114,813</u>
Sale of books and museum objects		
Net realized loss on sale of investments (Note 6)		
Adjustments of income cash balances (Note 5)		
Other receipts and transfers		

The accompanying notes are an integral part of
these financial statements

<u>Investment Income</u>	<u>Other Receipts</u>	<u>Transfers In (Out)</u>	<u>Used for Plant Additions</u>	<u>Used to Meet Expenses of Current Operations</u>	<u>Balances March 31, 1979</u>
	(\$11,217)	\$ 699			\$1,396,236
	<u>(21,668)</u>	<u>(56,541)</u>			<u>1,253,766</u>
	(32,885)	(55,842)			2,650,002
\$ 63,899		(31,949)		(\$31,950)	
			\$39,440		1,189,171
118,306	11,480	50,541	(17,837)	(177,161)	(46,448)
<u>104,591</u>	<u>11,996</u>	<u>37,250</u>	<u>(21,603)</u>	<u>(194,806)</u>	<u>64,169</u>
<u>\$286,796</u>	<u>(\$ 9,409)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(\$403,917)</u>	<u>\$3,856,894</u>
	8,110				
	(41,877)				
	11,480				
	<u>12,878</u>				
	<u>(\$ 9,409)</u>				

ESSEX INSTITUTE
SUMMARY OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED MARCH 31, 1978

	Balances March 31, 1977	Gifts
Endowment funds:		
Restricted as to income	\$1,319,178	\$ 21,819
Unrestricted as to income	<u>1,278,883</u>	<u>23,190</u>
Total invested funds	2,598,061	45,009
James D. Phillips Trust investment income (Note 3)		
Plant funds:		
Expended	1,147,583	
Current funds:		
General fund (deficit)	(20,557)	28,988
Gifts, investment income, and other receipts for designated purposes	<u>107,074</u>	<u>73,454</u>
Total all funds	<u>\$3,832,161</u>	<u>\$147,451</u>
Life membership		
Sale of books and objects		
Net realized gain on sales of investments		
Other		

The accompanying notes are an integral part of
these financial statements.

<u>Investment Income</u>	<u>Other Receipts</u>	<u>Transfers In (Out)</u>	<u>Used for Plant Additons</u>	<u>Used to Meet Expenses of Current Operations</u>	<u>Balances March 31, 1978</u>
\$ 97,349	\$ 6,222	(\$53,220)			\$1,391,348
<u>114,279</u>	<u>9,055</u>	<u>20</u>		<u>(\$114,279)</u>	<u>1,311,148</u>
211,628	15,277	(53,200)		(114,279)	2,702,496
38,638		(19,319)		(19,319)	
			\$2,148		1,149,731
		14,600	(2,148)	(79,125)	(58,242)
<u> </u>	<u>17,944</u>	<u>57,919</u>	<u> </u>	<u>(181,765)</u>	<u>74,626</u>
<u>\$250,266</u>	<u>\$33,221</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(\$394,488)</u>	<u>\$3,868,611</u>
	1,750				
	10,728				
	13,527				
	<u>7,216</u>				
	<u>\$33,221</u>				

ESSEX INSTITUTE
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies:

The Institute maintains its accounts on the accrual basis. Land, Institute buildings, period houses and major improvements are reflected in the balance sheet at cost. No provision for depreciation has been charged to operations.

Investments are carried at cost or, if donated, at market value at the date of donation. Gains and losses from sales are reflected in the period in which realized. Investment income is distributed on a unit basis reflecting the ratio thereto of the related funds invested in the pooled portfolio at market value.

Certain publications sponsored by the Institute are charged against the James D. Phillips Trust. Proceeds from the sales of such publications are taken into operating income.

The Institute is reviewing the source of designation of its funds in order to classify the funds between Council-designated (quasi-endowment) funds and donor-designated (true endowment) funds. The Institute has accounted for the funds and the income thereon in accordance with the restrictions designated by the donor or by the Council.

2. Retirement Plan:

The Institute participates in contributory retirement plans administered by the Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF) which cover all designated full-time employees. Plan assets are not included in the Institute's financial statements. Pension expense charged to operations was \$5,728 and \$5,750 in fiscal 1979 and 1978, respectively. The plan is a defined contribution type plan wherein benefits are based on accumulated contributions.

3. James D. Phillips Trust:

The Institute is a beneficiary of the James D. Phillips Trust. The assets of the Trust are managed by independent Trustees and are not included in the assets of the Institute. One half of the income received by the Institute is restricted endowment income to be used for specific purposes. The remaining income is unrestricted and used for current operations.

ESSEX INSTITUTE
NOTES TO FINANCIAL STATEMENTS

4. Investments:

Total market value of investment securities was as follows at March 31:

	<u>1 9 7 9</u>	<u>1 9 7 8</u>
Fixed income	\$1,336,932	\$1,349,181
Equities	<u>1,922,933</u>	<u>1,797,630</u>
	<u>\$3,259,865</u>	<u>\$3,146,811</u>

5. Adjustment of Income and Endowment (principal) Cash Balances:

Transfers and other adjustments to the compensating cash balances of income and endowment principal in prior years have resulted in a net investment cash decrease of \$2,521. This adjustment is stated as an increase in income cash of \$11,480 and a decrease in principal cash of \$14,001. The principal cash decrease has been combined with actual investment losses as described in Note 6.

6. Gains and Losses on Sale of Investments:

Net realized losses on the sale of investments include an adjustment to endowment cash of \$14,001 and other prior year adjustments of \$1,000 which are charged to investment losses for the purpose of allocating total adjustments among the endowment funds.

7. Transfer of Parker Funds:

On January 1, 1979 the George S. Parker Memorial Fund and the George S. Parker Memorial Lecture Fund were transferred to a separate account at Fiduciary Trust Company for the purpose of separate investment management. The transfers were made at current market value and represented an amount equal to the share of each fund in the pool of combined funds at January 1, 1979. For financial statement purposes all funds are considered part of the combined funds of the Institute and are not therefore separately stated.

Bequests for the Benefit of the Essex Institute

Since its establishment in 1848, the Essex Institute has benefited greatly from the kind generosity of those who have made specific bequests to the Institute in their wills. For many individuals, those bequests made permanent the support which they had offered the Institute during their lifetimes. Such bequests have become increasingly important in recent years as inflation and rising costs have placed greater strains on the endowment and the annual operating budget of the Institute.

Bequests to the Institute may be made in any amount for a wide variety of purposes. Most are offered without restrictions, thereby enabling the director and trustees to designate them for general endowment or other areas considered appropriate. Occasionally, restricted bequests are made, satisfying the donor's wish to support museum acquisitions, a specific historic house property, the education program, publications, the library, a lecture series, or other areas of personal interest. Although most bequests come as cash, stocks, or bonds, tangible assets such as real estate, rare books, or historical, fine, and decorative arts objects are also left to the Institute.

By making a bequest to the Essex Institute, you can reduce the size of the taxable assets of your estate, thereby benefiting your heirs. Thus the Institute, as a beneficiary, receives the full amount of your bequest, and your heirs benefit from tax savings. As a legal provision made by will, a bequest may be structured in several different ways. The Institute may be named as beneficiary of a testamentary (life income) trust, or an outright, a residuary, or a contingent bequest. Before arranging for bequests of any kind of property, however, donors are encouraged to consult with their financial and/or legal advisers, and with Institute officials. Inquiries concerning bequests may be directed to:

Bryant F. Tolles, Jr., Director and Librarian
Essex Institute
132 Essex Street
Salem, MA 01970

CALENDAR OF EVENTS

April 1, 1978 - March 31, 1979

- April 1. (Continuing exhibit) "Salem on the Grand Tour of Europe" (to May 28).
- April 3, 10, 18, 24. Guides Lectures.
- April 12, 26; May 10, 24. Ladies Committee miniature furniture course taught by Dolores Rawding.
- April 25. Annual Meeting.
- April 27. Ladies Committee Spring Lecture: "Captains and Maritime Paintings of the China Trade," by Carl L. Crossman, president of Childs Gallery.
- May 2. Lecture: "Preservation--Secret Weapon of City Survival," by William J. Tinti, Salem solicitor and former chairman of the Salem Redevelopment Authority; SRA exhibit: "The Changing Picture of Urban Renewal in an Historic City" (to June 11).
- May 4. Ladies Committee Spring Lecture: "Oriental Carpets in Seventeenth and Eighteenth-Century America," by Sarah B. Sherrill, associate editor of The Magazine Antiques.
- May 11. Ladies Committee May Basket Lunch and Spring Lecture: "Chinese Export Porcelain for the American Market," by Harry Ashton Crosby Forbes, founder and curator of the Museum of the American China Trade.
- May 12. Opening of Gardner-Pingree House free to Salem residents in acknowledgment of National Historic Preservation Week.
- May 16. Boston-area archivists hosted by Institute library staff.
- May 18, 19, 25. Children's Spring Film Series.
- June 1. Exhibit of "The Great Salem Fire (1914)" (to October 1).
- June 8. Opening of exhibition, "Sights and Sounds from the Past: The Television Age is Born" (to September 24).
- June 12. Opening of exhibition, "Prints at the Essex Institute" (to September 10).
- June 15. Special reception for Corporate/Institutional, Twenty-year, and Life Members.
- June 23, 24. Gardner-Pingree House and Assembly House open all day for Historic Salem House Tour.

August 10-September 1 (Thursdays and Fridays). Young People's Summer Film Festival, "Children's Stories of the Past."

September 5-December 12 (Tuesday evenings). "All About Manuscripts and Archives: An Introduction to Archival Principles and Practices," a Continuing Education course given by Associate Librarian Robinson Murray and Manuscript Librarian Ellen Mark in cooperation with Salem State College.

September 7. Staff and Council party in honor of former Curator Huldah S. Payson, upon the occasion of her retirement.

September 11. Guides' Treat: Visit to "Shark's Mouth" and "Stone House," Manchester.

September 11. Two consecutive quilt exhibitions: "Crazy Quilts" and "Patchwork Quilts" (to January 14).

September 19. Lecture on "Light for Night: The Development and Use of Lighting Devices in America," by Assistant Curator John Wright.

September 20. Ladies Committee boutique sale (through September 22).

September 21. Ladies Committee fall outing and trip on the Middlesex Canal.

October 9-November 20 (Monday evenings). Antiques lectures by George Michaels.

October 11. Exhibit of "Puritan Books and Manuscripts of the Seventeenth Century" (through October 25).

October 12, 13, 14. Fourth Annual Salem Conference: "New England Puritanism: 1620-1750," cosponsored by Salem State College and Early American Literature in cooperation with the Essex Institute.

October 18. Reception for Institute friends.

October 24. Lecture on "Authentic Memorials of Essex County," by former Curator Huldah S. Payson; reception in honor of the publication of Mrs. Payson's booklet, Museum Collections of the Essex Institute.

October 26. Annual Meeting of the Ladies Committee.

November 4. Seminar on paper conservation conducted by Capt. George Cunha, director emeritus of the New England Document Conservation Center. Opening of exhibition: "Conservation of Paper: Some Problems and Solutions (through April 13).

November 8, 15, December 6. Ladies Committee miniature furniture course taught by Dolores Rawding.

November 9. Concert of Sacred Music by the Chamber Singers of Gordon College. Opening of a special loan exhibition, "Charles Osgood (1809-1890), the Prolific Portrait Painter of Salem, Massachusetts" (to January 14).

November 28. Lecture on "The Art of Furniture in Miniature" by Harry W. Smith, artist and miniature furniture maker.

December 2. 1978 George S. Parker Memorial Lecture, "What a Year!" by John Chancellor, NBC News anchorman and correspondent.

December 7. Annual Institute Christmas Party; puppet show, "Ocean-Born Mary," presented by the Small World Theatre Company. Hosted by the Ladies Committee.

December 18. Staff and Council holiday party at Safford House, hosted by President and Mrs. Richard S. West and Director and Mrs. Bryant F. Tolles, Jr.

Winter Film Festival--Arts and Crafts in America

January 9, 10, 11. "Gunsmith of Williamsburg."

January 30, 31, February 1. "Basketmaking in Colonial Virginia" and "Hammerman of Williamsburg."

February 13, 14, 15. "With These Hands."

January 16. Lecture on "Essex County Victorian: An Interim between Colonial Styles," by Curator Anne Farnam.

January 23-May 15 (Tuesday evenings). "All About Manuscripts and Archives: An Introduction to Archival Principles and Practices," a Continuing Education course given by Associate Librarian Robinson Murray and Manuscript Librarian Ellen Mark in cooperation with Salem State College.

January 25, 26; February 8, 9, 15, 16. Children's Winter Film Series: Themes of Eighteenth-Century Life.

January 25. Education Department evening symposium/reception for legislators and educators.

February 14. Staff Valentine party for department volunteers.

February 21. Miniconcert by Gordon Erb, organist, and Linda Jalbert, flutist.

February 21, 22, 23. Education Department vacation music club.

February 28. Education Department teachers' workshop.

March 3. Bay State Historical League Conference sponsored by the Education Department.

March 21, 23. Children's film.

March 22. Lyceum Lecture, "Phillips Andover Academy, Andover: From Calvinism to Coeducation," by Frederick S. Allis, Jr., Department of History and the Social Sciences, Phillips Academy.

March 24. Education Department teachers' workshop.

March 29. Ladies Committee spring meeting.

Meetings and Visitations Sponsored by Outside Institutions

April 6, 13, 27, May 4. Salem Public School System T.A.G. Program (4 special presentations by Education Coordinator David Goss).

April 22. Salem State College/New England Association of Oral History.

May 23. New England Baptist Hospital special group tour.

June 4. Reception for State Representative J. Michael Ruane.

June 6. Harvard 25th reunion class.

August 31. Reception for Congressional candidate John McKean.

October 31. Mystic Seaport Volunteers tea and tour of the Institute.

October 31-November 4. Merchant-Ivory Company filming of The Europeans at the Gardner-Pingree House.

December 3. Danvers Historical Society Christmas party.

December 5. Historic Salem, Incorporated, reception.

January 15. Annual Meeting of the North Shore Childrens Friend and Family Service Society.

March 28. Magus, Center for the Performing and Fine Arts concert and reception.

Print Room Exhibitions

"Sights and Sounds from the Past: The Television Age is Born."
June 8-September 24.

"Puritan Books and Manuscripts of the Seventeenth Century."
October 11-October 25.

"Charles Osgood (1809-1890), the Prolific Painter of Salem, Massachusetts." November 9 -January 14.

McCarthy Gallery Exhibitions

"Prints at the Essex Institute." June 12-September 10.

"Crazy Quilts" and "Patchwork Quilts." September 11-January 14.

STAFF PUBLICATIONS, 1978-79

Anne Farnam

With Bryant F. Tolles, Jr., "Foreword," Bettina A. Norton.,
Prints at the Essex Institute (Salem: Essex Institute, 1978).
Essex Institute Museum Booklet Series.

With Bryant F. Tolles, Jr., "Foreword," Huldah S. Payson,
Museum Collections of the Essex Institute (Salem: Essex
Institute, 1978). Essex Institute Museum Booklet Series.

Bettina A. Norton

Prints at the Essex Institute (Salem: Essex Institute, 1978).
Essex Institute Museum Booklet Series.

"William Sharp: Accomplished Lithographer," Art and Commerce
(Boston: Museum of Fine Arts, 1978). Pp. 50-76.

"Resemblances and Frauds: Ship Portrait Prints," Peabody
Museum of Salem Antiques Show, 1978 (Salem: Peabody Museum
of Salem, 1978). Program essay.

"Sketching America, The New York Public Library's Sketchbook
of the Nineteenth Century American Artist and Traveler Edwin
Whitefield," Bulletin of Research in the Humanities, Summer
1978 (New York: New York Public Library, 1978).

"Tappan and Bradford: Boston Lithographers with Essex County
Associations," Essex Institute Historical Collections 114,
No. 3 (July, 1978): 149-160.

Edwin Whitefield: Nineteenth-Century North American Scenery
(Barre, Massachusetts: Barre Publishing Co., 1977).

Huldah S. Payson

Museum Collections of the Essex Institute (Salem: Essex
Institute, 1978).

Katherine W. Richardson

"Advice from a 1770 Almanac," Early American Life (February,
1979): 56, 58, 59.

Phyllis S. Shutzer

"Essex County Chronicles," column published weekly in the Lawrence Eagle Tribune, Newburyport Daily Times, and Salem Evening News, and occasionally in the Gloucester Times.

Bryant F. Tolles, Jr.

With Anne Farnam, "Foreword," Bettina A. Norton, Prints at the Essex Institute (Salem: Essex Institute, 1978). Essex Institute Museum Booklet Series.

With Anne Farnam, "Foreword," Huldah S. Payson, Museum Collections of the Essex Institute (Salem: Essex Institute, 1978). Essex Institute Museum Booklet Series.

"Introductory Note," Roger C. Mueller, "Samuel Johnson, American Transcendentalist: A Short Biography," Essex Institute Historical Collections 115 (1979): 1-67.

"Report of the Director," Essex Institute Annual Report, April 1, 1977 - March 31, 1978 (Salem: Essex Institute, 1978). Pp. 9-17. Illustrated.

John H. Wright

With Frederick A. Sharf, Charles Osgood (1809-1890), the Prolific Portrait Painter of Salem, Massachusetts (Salem: Essex Institute, 1978). Illustrated exhibition catalogue, with checklist.

DONORS TO THE ESSEX INSTITUTE FUND

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 Lasser, Carol
 Levine, Bernard R.
 Litchfield, Esther O.
 Loftin, Amy Chase
 Lord, Edith
 Lord, Mrs. Phillip H.
 Loring, Susan G.
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 Peabody Loring)
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 Lynn Historical Society

MacFarland, Evelyn
McCann, Virginia
Mark, Ellen D.
Marquis, Alphonse
Marquis, Edward F.
Massachusetts Historical Society
Mayer, Andre
Merchant-Ivory Productions
Merrimack Valley Textile Museum
Michaud, Michael
Minneapolis Public Library &
Information Center
Mitchell, Mrs. John
Mohla, G. H.
Moore, Mrs. Ray K.
Edward Morrill & Son
Murphy, Robert
Murray, Robinson, III
Myopia Hunt Club

Naeve, Milo M.
National Archives and Records
Service
National Geographic Society
National Trust for Historic
Preservation
Naval History Division, Dept.
of the Navy
Newbury Historic Commission
New York State Bicentennial
Commission
North Shore Kennel Club, Inc.
Norton, Mr. & Mrs. Arthur R.
Norton, the Rev. David W.
Norton, Fred A. Insurance Agency
Norton, Mrs. John
Norton, Paul F.

O'Donnell, Hugh J.
Old Sturbridge Village
Ontario County Historical Society
Osgood, Edward H.

Pacific Manuscripts Bureau
Payson, Mr. & Mrs. Gilbert R.
Peabody Museum of Salem
Pearson, David
Pennsylvania State University
Press
Pergola, Dorothy

Pitcoff, Mrs. Albert R.
Poindexter, R. D.
Poole, J. R.
Pousland, Merle P.
Preservation Press

Racow, Harold L.
Reidy, Mrs. Philip
Richardson, Mrs. M. G.
Rideout, Darryl W.
Ritchie, Mary M.
Robb, Holly B.
Robinson, Jackie F.
Ropes, Ruth R.

St. Anne's Parish Center
St. Michael's Church Archives
Salem Hospital
Salem Maritime National Historic
Site

Salem Redevelopment Authority
Saltonstall, W. L.
Sanders, Mrs. Thomas, Jr.
Schmid, Mrs. George F., Jr.
Smithsonian Institution
Sparks, Mrs. A. G.
Stensrud, Mrs. Clarence
Sterling & Francine Clark Art
Institute
Steward, Charles A.
Strauss, Mrs. Helmut
Swan, Marshall W.
Swiniarski, Louise Boyle

Tahl, John
Theriault, Robert
Thompson, R. F.
Time-Life Books
Tolles, Bryant F., Jr.
Transcendental Books

U.S. Dept. of the Interior
University of Chicago Press
University Presses of Chicago

Vickers, Daniel

WGBH Educational Foundation
Wakefield Historical Society
Walker, Harold S.

Warnock Associates, Inc.

Wiley, Thelma E.

Williams, Selma R.

Windsor Alumnae Association

Wright, John H. (in memory
of Evelyn N. Wright)

Yamaguchi, Seiichi

DONORS TO THE MUSEUM & HISTORIC HOUSES

Aldrich, Mrs. Talbot
Allen, Miss Elizabeth

Haskell, Mrs. Paul T.
Holmes, Oliver E.

Batchelder, Mrs. Charles F.
Bonney, Mrs. Weston
Bourgoin, Mrs. Alice Smith
Bowditch, Nathaniel R.
Broadhead, Miss Eleanor
Broadhead, the Misses Eleanor
and Elizabeth

Joslyn, Lewis
Kent, Mrs. Gertrude
Little, Bertram K.
Litchfield, Mrs. Esther O.
Loring, Miss Susan G.
Loring, William G.

Candia, Mrs. Edith
Chadwick, Mrs. John, for the
children of John T. Chadwick
Chestnut Street Associates
Clark, Miss Elizabeth S.

Nickerson, Mrs. Edgar W.
Norton, Mrs. Arthur R.
Osborne, Miss Elizabeth

Endicott, William

Reinert, Mrs. Frederick

Farmer, Charles D.

Salem Redevelopment Authority
Saltonstall, the Hon. Leverett
Sargent, Cardis M.

Grey, Mrs. Hugh S.
Goldsmith, Russell
Gowen, Mrs. Clark
Guild, Mrs. S. Eliot

Thornquist, Mr. and Mrs. Hamilton

Haley, Mrs. Richard
Harvey, Miss Phyllis E.

West, Richard S.
Wheatland, Stephen

DONORS TO SPECIAL PROJECTS

Anonymous: Assembly House, Council Fund, Educational Program,
Museum Objects Fund, Roger F. Nichols Memorial Fund, Portrait
Gallery, Salem Architectural Guidebook, Witchcraft Fund

Assembly House
Mary Silver Smith

Museum Objects Fund
Anonymous donations in the
Museum Contribution Box

Beebe Summer House
Essex Institute Ladies Committee

Paper Conservation Laboratory Fund
Felton, Cornelius C., Jr.

Broadside Conservation
Commonwealth of Massachusetts
Council on the Arts and
Humanities

Peirce-Nichols House Endowment
Gibson, Mrs. H. H., Jr.
Taylor, Mrs. Elizabeth W.
White, George N., Jr.

Educational Program
Commonwealth of Massachusetts
Council on the Arts & Humanities
Goodhue, Albert
Osgood, Edward H.
Phillips, Mrs. Stephen
Saltonstall, Mr. & Mrs. William L.
Seamans, Peter B.
West, Richard S.
Wheatland, David P.
Essex Institute Advertising Budget
Essex County Tourist Council, Inc.
Lavender Printing Company

Peirce-Nichols House Roof
Alden, Mrs. Douglas W.
Chisholm, Mrs. William
Cobb, Henry N.
Cobb, John W.
Cooper, Margaret E.
Detheir, Mrs. Charles Putnam
Gibson, Mrs. H. H., Jr.
Hardenbergh, Miss Esther
Hart, Mr. & Mrs. George H., Jr.
Jenny, Mrs. Thelma H.
Little, Mrs. David B.
Massachusetts Historical
Commission
Nichols, H. Gilman, Jr.
Nichols, John D.
Nichols, Col. & Mrs. John D.
Nichols, Moira L. L.
Nichols, William Floyd
Page, Mrs. Walter H.
Prince, Mrs. Peirce
Smith, Mrs. A. L.

Paul T. Haskell Memorial Fund
Haskell, Mrs. Paul T.

Hessian Helmet Fund
Goodhue, Albert

"Life and Times in Shoe City"
Exhibition Planning Grant
National Endowment for the
Humanities

Map Conservation
Commonwealth of Massachusetts
Council on the Arts and
Humanities

Pingree House Endowment Fund
Wheatland, Richard, 2nd
Wheatland, Stephen

Microfilm Reader Fund
Blake, Carlton E.
Haskell, Stanley R.
Osgood, William B.

Portrait Gallery and Museum
Storage Area
National Endowment for the
Arts

DONORS TO SPECIAL PROJECTS (Cont.)

Publication of Museum Booklets

Daniel Low & Company

Eastman Gelatine Corporation

Empire Clothing Company

Essex County Tourist Council,
Inc.

General Mills Foundation

GTE Sylvania, Inc.

Holyoke Mutual Insurance Company

Parker Brothers Incorporated

Pickering Oil Heat Service

Restoration of Andrews Papers

Salem Marine Society

Resoration of Portrait of Captain

Joseph White

Forbes, Mrs. F. Murray

Sargent, Wendell P.

CORPORATE/INSTITUTIONAL MEMBERS 1978-1979

Almy's Stores, Inc., Salem
 Atwood & Morrill Co., Salem
 Bernard's Jewelers, Salem
 A. Berube & Sons, Inc., Salem
 A. S. Burg Co., Salem
 Bursaw Oil Corporation, Danvers
 Century North Shore Bank &
 Trust Co., Salem
 Clarke Brothers, Inc., Salem
 Compass Press Division, Business
 Aid Shop, Salem
 Connolly Brothers, Incorporated,
 Beverly Farms
 Cricket Press, Manchester
 Daily Evening Item, Lynn
 Daniel Low & Company, Salem
 Danvers Motor Company, Inc.
 Delande's Supply Co., Inc.
 Salem
 Paul C. Dutelle & Co., Inc.,
 Newtonville
 Eastman Gelatine Corporation,
 Peabody
 E G & G, Electron Devices
 Group, Salem
 Emhart Corporation,
 Hartford, Connecticut
 Empire Clothing Company, Salem
 Essex Stationary Co., Inc., Salem
 John Flynn & Sons, Inc., Salem
 Friends of the Peabody Institute
 Library, Danvers
 Gainsboro Studio, Salem
 GTE Sylvania, Inc., Danvers
 Hamblet & Hayes Co., Salem
 Hawthorne Inn Management
 Corp., Salem
 Heritage Co-operative Bank, Salem
 Holyoke Mutual Insurance
 Company, Salem
 Howard Johnson's Motor Lodge,
 North Shore
 E F Hutton & Company Inc.,
 Salem

J. B. Kidney & Company, Inc., Salem
 King's Grant Inn Corporation
 Maynard Plastics Inc., Salem
 McDougall Associates, Inc., Salem
 National Grand Bank, Marblehead
 Naumkeag Trust Company, Salem
 Parker Brothers Incorporated,
 Beverly
 Pattee-Anne Shop, Salem
 George Peabody Co-operative
 Bank, Peabody
 Pickering Oil Heat Service, Salem
 Red's Sandwich Shop Inc., Salem
 Rich's Department Store, Salem
 Roger Conant Co-operative Bank,
 Salem
 L. H. Rogers, Salem
 The Salem Corporation-East India
 Joint Venture, Salem
 Salem Five Cents Savings Bank,
 Salem
 Salem Laundry Co., Inc.
 Salem Maritime National Historic
 Site, Salem
 Salem News Publishing Company,
 Salem
 Salem Oil & Grease Co., Salem
 Salem Paper Company, Inc.
 Salem Savings Bank, Salem
 Sawtelle Brothers, Swampscott
 Semiconductor Services, Inc.,
 Salem
 Shawmut Merchants Bank, Salem
 Shetland Properties, Salem
 John Smidt & Co., Inc., Salem
 State Street Bank and Trust Co.,
 Boston
 The Lyceum Restaurant, Salem
 The Stinehour Press, Lunenburg
 Vermont
 Warren Five Cents Savings Bank,
 Peabody
 William Wallace & Company, Inc.
 Boston

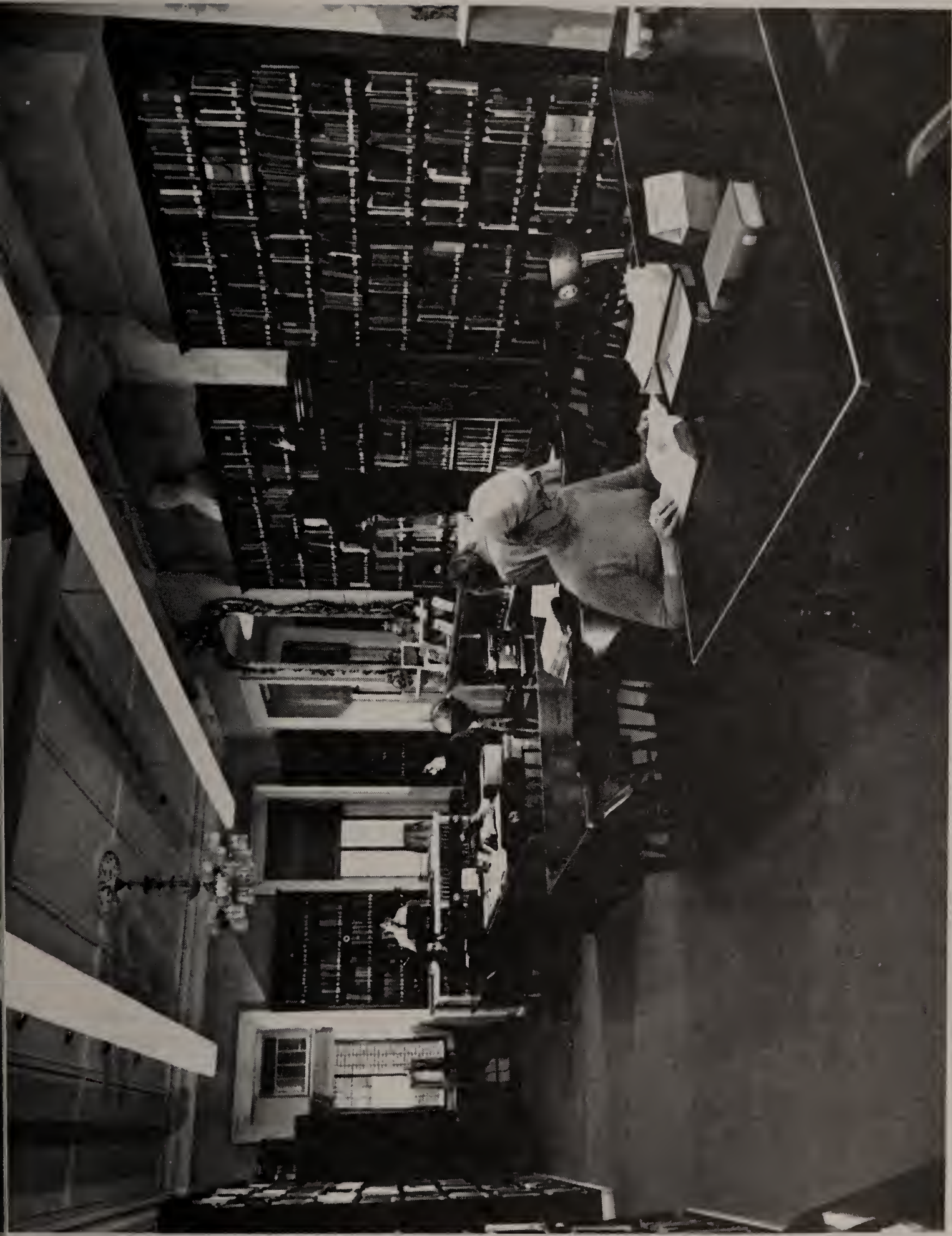
LIBRARY MUSEUM-PASS MEMBERSHIPS 1978-1979

Beverly Public Library, Beverly
Boxford Town Library, Boxford
Georgetown Peabody Library, Georgetown
Sawyer Free Library, Gloucester
Lynnfield Public Library, Lynnfield
Malden Public Library, Malden
Manchester Public Library, Manchester
Abbott Public Library, Marblehead
Melrose Public Library, Melrose
Nahant Public Library, Nahant
Stevens Memorial Library, North Andover
Reading Public Library, Reading
Carnegie Library, Rockport
Salem Public Library, Salem
Swampscott Public Library, Swampscott
Patten Public Library, Tewkesbury
Lucius Beebe Memorial Library, Wakefield
G. A. R. Memorial Library, West Newbury

NECROLOGY *

<u>NAME</u>	<u>DATE ELECTED</u>	<u>DATE DECEASED</u>
John James Coffin	April 8, 1947	April 14, 1978
Miss Amelia Myra Harper	May 14, 1935	August 8, 1978
Mrs. Ralph Lawson	Sept. 10, 1963	Sept. 1978
Mrs. Alfred S. Moses	June 8, 1957	April 8, 1978
John Pickering	Feb. 5, 1935	April 17, 1978
Mrs. Sumner Pingree	June 6, 1967	April 6, 1978
Mrs. Ellery Sedgwick	Sept. 10, 1957	Oct. 1978
Mrs. Edward I. Walkley	Jan. 1, 1946	Jan. 31, 1979

* The Necrology listing may inaccurate, since our records are not always complete at the time the Annual Report is printed.



The Essex Institute library.

APPENDIX A

MUSEUM COLLECTIONS POLICY

The Essex Institute is a regional historical society of Essex County and its responsibilities include the acquisition, preservation and interpretation of Essex County's material culture, without prejudice to past, present or future.

1. Objects considered for acquisition by the museum should be of sufficient historical or aesthetic merit to warrant their preservation in the museum. Objects of the fine and decorative arts, of historical association or technological interest should reflect the living patterns of Essex County residents. It is intended that the objects shall have permanency in the collections as long as they retain their physical integrity, their identity, and their authenticity, and as long as they remain useful for the purposes of the museum.
2. The Collections should be viewed in two manners. Because of limited storage facilities, the Institute must consider its ability to care properly for the object before it is accepted. We would rather refuse an object than store it improperly.
 - A. Study collections: those items of sufficient importance that they should be acquired, regardless of their condition.
 - B. Exhibition collections: objects in excellent condition suitable for exhibition in the museum or historic houses.
3. Objects considered for acquisition by the museum should have a free and clear title of ownership and be offered as an unrestricted gift by the donor. If objects are accepted with restrictions or limitations, however, the conditions should be stated clearly in an instrument of conveyance, should be made part of the accession records for the objects, and should be strictly observed by the museum. An "offer of gift" form will be signed by the donor and the Essex Institute will not assume responsibility for an appraisal of the gift.
4. Objects proposed for donation or purchase will be submitted first to the Museum Committee for their approval. The Museum Committee is a standing committee of the Essex Institute Council. Its membership consists of Council members, volunteers and the Council President, Director and Curator as ex-officio members.

MUSEUM COLLECTIONS POLICY (continued)

Their responsibility includes the approval of all acquisitions, whether by gift or purchase, the approval of all out-going loans and the approval of disposal of museum objects. The Museum Committee recommendations in all instances must be finally approved by a majority vote of the Council.

5. Records of all accessioned objects will be made and retained by the Museum Registrar.

DE-ACCESSION POLICY FOR THE ESSEX INSTITUTE MUSEUM

1. Objects to be considered for disposal from museum collections should be duplicate material, material in poor condition (except as noted in paragraph 2A above) or material considered to be outside the collecting realm of the Essex Institute subject matter.

2. The Curator will recommend to the Museum Committee objects for disposal, with careful consideration to the criteria in the paragraph above and after thorough checking of all museum records.

3. Objects for disposal shall be examined by the Museum Committee and their recommendations will be made to the Council who will vote on final disposition.

4. Items shall be disposed of by obtaining a minimum of two bids by dealers or at public auction. An effort should be made to offer items to other non-profit institutions for gift or exchange depending on the suitability of the circumstances.

5. Items for disposal will not be sold or given privately to any member of the Essex Institute staff or governing body, nor will sales to other institutions be made except through a dealer as intermediary.

6. Funds received from the sale of materials from the collections will be used to benefit the collections.

7. Records of all objects disposed of and the manner in which they were disposed of will be kept by the Museum Registrar.



ESSEX INSTITUTE
SALEM, MASSACHUSETTS
01970

APPENDIX B

COLLECTING POLICIES FOR THE PRINTED MATERIALS OF THE
ESSEX INSTITUTE LIBRARY

INTRODUCTION

This document has been prepared to provide guidelines for the acquisition of printed materials for the Essex Institute Library. It may serve as a guide to persons interested in donating printed material to the Institute. A library with limited financial resources must have a specifically defined policy for collection development in order to use those resources to best advantage. It is necessary to establish priorities which emphasize the central purpose of the institution, and the already existing strengths of the library's collections.

The central purpose of the Essex Institute is to collect and preserve materials which document the history of Essex County and the United States. A survey of the Institute library's printed collections was made to identify the areas which constituted specific strengths within the context of that goal. These areas are itemized in the following pages. It is intended that these areas will continue to be developed, and that the acquisition of material which does not fall into one of these areas will be avoided.

A research library draws its strength from the depth of its collections more than from their breadth. It is fiddicult for a researcher to find what he needs, or for the library staff to provide effective service if the shelves and catalogues are overcrowded with material not germane to the central purpose of the institution. It is hoped that these guidelines will help to avoid such a situation at the Essex Institute.



President Richard S. West and Director Bryant F. Tolles, Jr.,
chatting with NBC News anchorman John Chancellor prior to the
George S. Parker Memorial Lecture, December 2, 1979.

I. Primary Collecting Areas

The categories described in this section constitute the principal subject strengths of the printed collections in the Essex Institute library. They are the areas in which the greatest collecting activity takes place. Nearly all of the budgeted acquisition funds are expended on items that fall into these categories. Materials which meet the specific selection criteria indicated for each subject area are acquired as comprehensively as funds permit.

A. Essex County

The principal focus of the Essex Institute is on the history of Essex County. Consequently, the library collects any and all books, pamphlets, broadsides, newspapers, periodicals, maps, atlases, photographs and prints which pertain in any way to Essex County, its people, institutions and culture. In addition to monographs and articles about Essex County topics, the publications of Essex County presses are particularly sought, including ephemeral items of all kinds. The library also collects the works of authors who are associated with Essex County by birth or residence, as well as works of fiction which use an Essex County setting.

B. United States

Works are collected treating any aspect of American history which may have indirectly affected Essex County, such as wars, elections, social movements, or cultural trends.

C. China

The Essex Institute is very fortunate to have received a generous endowment from Elizabeth C. Ward, given in memory of her brother Frederick Townsend Ward, a Salem native who was instrumental in the suppression of the Taiping Rebellion in China in the 1850's. The income from the Ward Fund is specifically designated for use in purchasing books relating to the history of China. The Ward China Collection encompasses a wide range of books, pamphlets, broadsides, periodicals, and newspapers in all western languages, as well as maps, atlases, photographs, and prints, which pertain to China from the earliest contacts with the West through the end of the Chinese Republic in the early 20th century. Particular emphasis is given to American and English relations with China, and to western travel accounts of the 18th and 19th centuries. While the acquisition of contemporary publications is stressed, recently published reference works and monographs which relate to these topics are also added to the collection on a very selective basis.

D. Marine

The Marine Collection contains general works pertaining to the history of ships, sailing, navigation, American maritime history, and famous voyages. Strong emphasis is given to works on New England maritime history.

E. New England Local History

The library collects state, county and town histories for the New England states on a comprehensive basis. Histories of New England institutions, and general works on New England life and customs are acquired selectively. Particular emphasis is given to material relating to Massachusetts and to the coastal areas of New England. In general, materials other than state, county and town histories are selected for the light they shed on themes of Essex County history.

F. Fine, Decorative and Industrial Arts

Reference works and monographs pertaining to any area of the arts or crafts are acquired if they are useful to the work of the Institute's museum staff, or if they help to illuminate the life styles of Essex County people in the past.

G. Reference and Bibliography

Reference works on any subject are acquired very selectively if they are helpful in pursuing the goals of the Essex Institute; provide useful information about the collections of the Institute; or, aid the work of the Institute staff in any department.

H. Medicine

The Essex Institute has an endowment, given in memory of Dr. William Mack, which is specifically designated for the acquisition of rare medical materials. This fund is used to acquire Essex County medical imprints or manuscripts, reference works on the history of medicine in America, and, occasionally, American medical guides written for lay readers.

II. Secondary Collecting Areas

The subject categories outlined in this section are areas which provide necessary support for the principal research collections described in Section I. Materials in these areas are only occasionally purchased. The strength of the Institute's collections of these materials is largely due to the generosity of many donors.

A. World History

Works pertaining to the history of foreign countries or events which have occurred overseas which may have indirectly affected Essex County. Particular emphasis is given to English history of the 17th and 18th centuries, and to the history of countries where Essex County merchants traded, as well as to foreign wars involving the United States.

B. Biography

Biographies, autobiographies, diaries and collected papers of most prominent Americans, 17th and 18th century English figures whose careers affected American history; also, collective biographies of American figures, with particular emphasis on New England.

C. Genealogy

Genealogical works pertaining to New England families, with particular emphasis on families from eastern Massachusetts.

III. Special Collections

As material has accumulated in the Essex Institute library over the years, strong collections have been formed in a number of other subject areas, which are related to the central purposes of the Institute. These special collections are widely known in scholarly circles, and the Institute continues to maintain them, although the funds available for further development in these areas are limited. Just as these collections grew out of the generosity of friends and members of the Institute, so their continued growth depends almost entirely on donations.

A. Early American Imprints

Any American imprint published before 1830, with particular emphasis on items printed in New England.

B. Early English and Continental Imprints

Any English imprint published before 1780, and selected works printed in England after 1780 which have reference to the United States, or are appropriate to specific subject collections in the library; also, selected continental imprints which have reference to the United States, or are appropriate to specific subject collections in the library.

C. American Periodicals

Selected American periodicals published before 1920, of a political, religious, literary, or popular nature. Particular emphasis is given to periodicals intended for a New England or a national audience. Periodicals intended for a regional audience outside New England are not part of this collection. The library prefers to acquire complete or extensive runs of any periodical, rather than individual or scattered issues, except where such issues fill gaps in runs already in the library.

D. Juveniles

American children's books printed before 1900. These are works intended for amusement rather than instruction. Schoolbooks or religious tracts are not part of this collection.

E. Cookbooks

American cookbooks and works on "domestic economy" printed before 1900.

F. Music

American hymn books printed before 1860; and American songsters and sheet music printed before 1900.

G. Almanacs

New England almanacs printed before 1900, with particular emphasis on Massachusetts.

H. Trade Catalogs and Pattern Books

Trade catalogs and pattern books of American industrial and retail businesses issued before 1940, with particular emphasis on New England; and, trade catalogs and pattern books of English industrial and retail businesses issued before 1820.

I. American Literature

Works of New England writers of the "American Renaissance".

J. Theology

Theological works pertaining to New England printed before 1860; and selected works of the English and Continental Protestant Reformers.

K. Directories

New England regional, town and city directories, as well as directories for New York and Philadelphia issued before 1900.

L. Geography

American works on geography printed before 1860, and English geography books printed before 1800.

M. Railroads

Any material pertaining to New England railroads, such as advertisements, promotional literature, maps, travel guides, annual reports, house periodicals, or other similar material. Also, reference works on American railroads, including national railroad directories. Particular emphasis is given to Massachusetts railroads.

N. Maps and Atlases

Maps and atlases of Massachusetts and New England on a very selective basis; selected maps of the United States which illustrate the growth of the country; and, contemporary maps and navigation charts of parts of the world visited by Essex County ships.

O. Broadside

Official broadside publications of the Massachusetts government;

selected broadsides of New England origin which illustrate life in New England; selected broadsides illustrating national and world events which affected Essex County, such as elections, wars, and social movements; selected foreign broadsides reflecting American mercantile affairs; and, selected broadsides which illustrate American life in general, such as advertisements, playbills, or recruiting posters.

P. Photographs

Selected photographic material, in negative or positive form, created by any photographic process, which provides documentation of prominent people and events in American history; of the occupations and life styles of Americans in the past; and, of the objects used by Americans in the past. Also, photographs which document the places around the world where Essex County merchants traded. Particular emphasis is given to New England, and especially Massachusetts, subjects. These materials are in addition to photographs which are appropriate to the Essex County and China categories outlined above in Section I.

Q. Greeting Cards

American greeting cards for all occasions printed before 1920, and selected examples of later cards, including representative cards from each current year.

COLLECTING POLICIES OF THE ESSEX INSTITUTE LIBRARY
FOR MANUSCRIPTS

The Essex Institute acquires (preferably by gift, but also by purchase) manuscripts of all kinds which have substantive research value for the history of Essex County. These include collections of personal correspondence, family papers, diaries, business records, account books, ship logs, military records, town and church records, and records of private and public institutions and organizations. The library prefers to acquire collections of material rather than individual items, except where such an item fits into a collection already in the Institute archives. The library tries to avoid acquiring manuscripts which may more appropriately belong with a collection existing in another institution. Loans of manuscripts are not accepted. Donations of manuscript material are actively sought; however, the expense of cataloguing, conserving, and storing manuscript collections is considerable, and donors of large collections will be encouraged to assist in meeting these costs.

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Phillips Library



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